



**Clarifications during tendering**  
**F-SE-15-T01**  
**Provision of Web Development Services**  
**Questions and Answers III**

Vienna, the 22/05/2015  
Ref: 2015-outgoing-783

**Reference:** Open call for tender F-SE-15-T01 Provision of Web Development Services  
**Subject:** Clarifications during tendering

Dear Sir/Madam,

We received questions of general interest from the tenderers. Please find herewith the answers to these questions.

Yours sincerely,



F. Dimitrakopoulos  
P.P.

Constantinos Manolopoulos  
Director a.i.



**Clarifications during tendering**  
**F-SE-15-T01**  
**Provision of Web Development Services**  
**Questions and Answers III**

**Question 11:**

Page 19 of the Tender Specifications, under section 18.2.2 Information concerning prices indicates that "prices shall be inclusive of all costs and expenses, directly and indirectly connected with the goods and/or services to be supplied/provided and including all the charges, unless otherwise stated in the tender documents, except for Times and Means orders, where travel costs from the tenderer's place of establishment to the contracting authority's premises in Vienna (Austria) and the corresponding daily and accommodation allowances, will be reimbursed separately to the contractor in accordance with the provisions stated in article 1.3.3 and 2.16 of the Draft Framework Services Contract (Annex B)."

We therefore understand that the intramuros prices (Time and Means profiles) to detail in under the Financial Award Criteria should not include travel costs and daily allowances. Could you please confirm our understanding is correct?

**Answer 11:**

We confirm that the prices quoted by tenderers in their Financial Offer for the Times and Means orders (intramuros) shall not include travel costs from the tenderer's place of establishment to the contracting authority's premises in Vienna (Austria) and the corresponding daily and accommodation allowances. They will be reimbursed separately to the contractor in accordance with the provisions of the framework contract.

**Question 12:**

The tender specifications indicate in section 2. Division into lots, that when applying for the two lots "a separate tender must be submitted for each lot".

We understand that, when applying for example for Lot 1, we can delete the sections aimed at Lot 2 of Annex C - Standard Submission Form (and the opposite).

Please confirm our understanding is correct.

**Answer 12:**

Yes, your understanding is correct.

**Question 13:**

Page 17 of Annex A "How to submit a tender" indicates that the tender has to be submitted in three different parts/envelopes.



We therefore understand that the part included in the Standard Submission Form regarding section F - Financial Offer, has to be included in a third separate envelope and therefore can be removed from the SRF template.

Please confirm our understanding is correct.

**Answer 13:**

Yes, your understanding is correct.

**Question 14:**

Page 4 of the Technical Specifications for Lot 1 lists the products, technologies and tools to be covered under the contract, including the following: "Business Intelligence & reporting tools like Microsoft Reporting Services, SpagoBI (Open source) and Jasper reports.

We understand the mentioned reporting tools are examples and that it is enough if the Cvs of the candidates presented have experience, collectively as a team in one of the mentioned three examples (or even in a fourth one).

Could you please confirm our understanding is correct?

**Answer 14:**

Annex A.1 Technical Specifications, section 4.1 Lot 1 - Intranet: Web development services states that the "products, technologies and tools to be covered under the contract are the following:" and includes "Business Intelligence & reporting tools like Microsoft Reporting Services, SpagoBI (Open source) and Jasper reports". Therefore, any of the reporting tools mentioned in section 4.1 are acceptable.

**Question 15:**

The invitation to tender indicates in point 2 to "Please include a text-searchable digital version of the offer in data storage devices such as USB flash drives (I.e. memory sticks)".

Could you please confirm if a separate USB flash drive should be submitted for each of the parts composing the tender, that is, Part 1 - Administrative Proposal, Part 2 -Technical Proposal and Part 3 Financial Proposal?

**Answer 15:**

It is preferable to submit a separate USB flash drive for each of the parts composing the tender.



**Question 16:**

We understand that text-searchable digital versions can be PDF files in which the documents to be signed (i.e. Form A.1 - Administrative Details of the SSF) will not be signed, that is, no images will be included so that the document is fully searchable.

Please confirm our understanding is correct.

**Answer 16:**

Provided that the paper version of the tender includes all the requested signed forms, the PDF version of the Administrative Proposal can be provided without images so that the document is fully searchable.

**Question 17:**

Page 22 of the Tender Specifications, section 23. "How to submit the tender", when detailing the Technical Proposal (Part 2) mentions: "Tenderers should elaborate on all points addressed in Annex A.1 Technical Specifications in order to obtain as many points as possible".

We do not see the reference to these points in Annex A.1, and we understand the points are actually addressed in section 18.1 of the Tender Specifications (Annex A).

Please confirm our understanding is correct.

**Answer 17:**

We confirm that the Technical Proposal shall cover all aspects described in the scenarios included in Section 18.1 of Annex A and address the requirements of the technical award criteria. It shall be presented in accordance with the requirements stated in section 23 Part 2 of Annex A.

**Question 18:**

Could you please provide the following clarification for Lots 1 and 2: on Page 12 Point b of the Tender Specifications you request that the Tenderer should provide at least 3 projects that amount to 50,000 EUR. Can you please clarify if one project that is broken down into multiple specific contracts qualifies?

**Answer 18:**

Yes, provided that the project carried out in the specific contract meets the requirements mentioned under Section 17.2.2 b). If the sum of more than one specific contract under a framework contract meets all the requirements specified under Section 17.2.2 b) of Annex A – Tender Specifications, then they can be counted as one project reference out of the three needed to meet the minimum technical capacity requirement.

**Question 19:**

We would like to know if we should present only one Annex C for all members of the consortium.

**Answer 19:**

In case of consortium, only one Annex C – Standard Submission Form has to be provided, including information from the leader and from all the partners of the consortium and nominated subcontractors. Annex C must be signed by the person appointed in the power of attorney (Form A.4) as authorised to sign the tender on behalf of the consortium.

**Additional clarification from the contracting authority:**

As mentioned in Section 23 of Annex A – Tender Specifications, the tender must be presented in three parts, submitted in **three separate envelopes**:

- **Part 1 – Administrative proposal**, including all documents listed under sections A,B,C, and D and that must be prepared using the corresponding forms of Annex C – Standard Submission Form.
- **Part 2 – Technical proposal**. As mentioned in page 22 of Annex A, there is no specific form to present the technical offer. It should be drawn up following the instructions laid down in Section 23 of Annex A and must include all the information required by the contracting authority for the evaluation of tenders on the basis of the technical award criteria for the **Fixed Price and Quoted Times and Means scenarios** described in Section 18.1 of Annex A.
- **Part 3 – Financial proposal**. It has to be presented following the Financial Offer Forms included in Section F of Annex C.

Please note that, as explained in answers 8 and 10 of Questions and Answers II, the CVs to be proposed by the tenderer covering the profiles described under Section 17.2.2(a) of Annex A **are not** part of the Technical Proposal but of the Administrative Proposal.