

Vienna, 22/09/10  
Reg. 1486

**Tender:** Inequalities and Multiple Discrimination in Access to Health - D/SE/10/09  
**Subject:** Additional information regarding the Tender and Technical Specifications (2)

European Union Agency for  
Fundamental Rights

Agence des droits fondamentaux  
de l'Union Européenne

Agentur der Europäischen Union  
für Grundrechte

FRA  
Schwarzenbergplatz 11  
AT - 1040 Vienna  
Austria


tel. +43 (1) 580 30 - 0  
fax +43 (1) 580 30 - 691  
<http://fra.europa.eu>

Dear Sir / Madam,

We received questions of general interest from the tenderers.

Please find herewith the answers to these questions.

Yours faithfully,



Morten Kjaerum  
Director

## Inequalities and Multiple Discrimination in Access to Health D/SE/10/09

### Questions and Answers II

- Q1.** Article 2.4 of the contract raises the requirement for a financial guarantee on the pre-financing. We plan to make a joint bid with a number of partners and I wanted to clarify whether EUFRA will require a financial guarantee from each partner or a single guarantee from the coordinating organisation?
- A1.** The Contracting Authority will accept a pre-financing guarantee issued by the leader of the consortium provided that the guarantee meets the requirements stated in Article 2.4.1 of Annex B – Draft Services Contract.
- Q2.** Article 2.7 of the contract states that EUFRA will reimburse expenses upon production of supporting documents. Does this apply to travel and subsistence alone or does it also apply to staff costs? If this does apply to staff will we need to supply timesheets?
- A2.** This is a global price tender, as stated in Clause 15 of Annex A - Tender Specifications. Therefore, the price offered by the tenderer must be all inclusive, covering all costs for the execution of the tasks specified in Annex A.1 Technical Specifications.
- Article 2.7.1 of the General Conditions referred to in your question states:
- “Where provided by the Special Conditions or by Annex I, the Contacting authority shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets”.
- Therefore, it does not apply to this particular contract since Article 1.3 of the Special Conditions does not foresee the reimbursement of any costs outside the global price.
- Q3** Section 8 of Annex A.1 (Project Team) states that the research team contains a project manager and senior experts in both social and legal research. Would it be acceptable to combine the roles of the project manager and one of the senior experts or should these functions be carried out by two distinct individuals?
- A3.** The proposal should specify different individuals for each project team member requested in the Technical Specifications. The Project Manager is in charge of coordination and administrative tasks, as well as for contacting and informing the Agency about all aspects relating to the execution of the contract. The Research Experts are responsible for the implementation of the research and the scientific quality of all final deliverables.

- Q4. In respect to the Economic and financial capacity of the tenders, should all tenders (as a joint bid) fulfil the criteria 18.2.1.b of minimum overall turnover of Euro 60 000 during the last two financial years or this is a requirement that only the coordinator should fulfil.
- A4. A minimum annual overall turnover of € 60.000 during the last two financial years shall be reached by the consortium as a whole. The sum of the annual overall turnovers of each partner will be taken into account to reach the minimum annual turnover of € 60.000. Each consortium partner shall present a copy of the balance sheets or extracts from balance sheets for at least the last two (2) financial years for which accounts have been closed.
- Q5. Should all tenders fill the exclusion criteria forms and solemn declaration or only the coordinator should annex to the bid.
- A5. All consortium partners should sign and submit the exclusion criteria and solemn declaration forms. Proposed subcontractors exceeding 20% of the contract value shall also sign and submit the exclusion criteria and solemn declaration forms.
- Q.6 Concerning the economic capacity of tenderers, do all partners have to proof at he overall turnover of € 60.000, for the last two years or is this required only from the group manager?
- A.6 Please see answer A4 above.
- Q.7 We are establishing the project team and we are involving the partners who will conduct the field work in the 5 Member States. In the call, FRA states that we can choose to submit a joint bid or as one tenderer with subcontractors. Does FRA prefer either one of the constructions?
- A.7 It is solely up to the tenderers to decide the best structure and composition of their team.
- Q.8 How should we deal with the subcontractors? In Annex B, FRA states that the subcontractors must be accorded by FRA beforehand. How does this work? Does that mean already in the preparations for the tender submission, or after we possibly get it?
- A.8 As stated in Clause 16 of Annex A – Tender Specifications, tenderers shall state already in their tenders any intention to subcontract part of the contract and indicate the maximum percentage of the contract they intend to subcontract. This should be done by completing Annex C.1.3 of the Standard Submission Form.
- Q.9 Do we understand correctly that the subcontractors do not have to provide extensive information right now, except when their budget exceeds the total budget with more than 20%?
- A.9 As stated by Clause 16 of Annex A – Instructions to tenderers, subcontractors exceeding 20% of the contract value shall provide signed exclusion criteria and solemn declaration forms and all the necessary documents for assessing their

financial and economic capacity. Subcontractors representing 20% or less of the contract value do not need to provide these documents.

- Q.10** We cannot find the FRA sample report as mentioned in the FRA Style Guide 2008, and we cannot find it through the search tool. Where can we find the sample report for the tender bid?
- A.10** The FRA Sample Report will be provided by the Contracting Authority to the contractor after contract signature.
- Q.11** We are not completely sure whether we understand what FRA means with 'disability as an axe', and what makes the difference with the other intersections such as gender, age and ethnic background?
- A.11** The grounds of discrimination to be considered in the project are gender, age and ethnic origin. Persons with disabilities will be addressed as they require a systematic and quality access to healthcare. Nevertheless the research could establish that their disability itself constitute an additional ground of discrimination.
- Q.12** Some of our subcontractors have informed us that acquiring consent of the Medical Ethical Committee can be problematic. In the questions and answers on the website, that particular question refers to the UK. We have indications that similar problems await in other countries. FRA's answer is that the deadline for the fieldwork may be modified, but that the deadline for the final results is 30 November 2010. Since the timeline of the project is tight, we are concerned with the timeline of the whole project.
- A.12** We kindly refer you to Answer 5 of Questions and Answers I.
- Q.13** Annex A: No.7 pg 3. We understand that as a consortium, a group leader will be designated. Are we correct in understanding that you only need the leading company to send their balance sheet extract as per Annex C.5.2, and not that of the members in the consortia?
- A.13** Each consortium partner shall present a copy of the balance sheets or extracts from balance sheets for at least the last two (2) financial years for which accounts have been closed.
- Q.14** Connected to the above, we would need all members of the consortia to sign Annex C.1.1 Model A. As our members are in different Countries it will be difficult to have all the members sign on the same one-page. Can we therefore submit the same form per each member so if there are 4 members in the consortia over and above the group leader, there will be 4 forms of Annex C.1.1 to be submitted?
- A.14** Please submit the same form signed by each of the partners in the consortium and add a power of attorney given by each of them to the leader.
- Q.15** No 18.2.2 pg 7 no.1 2nd line. Please clarify if you are suggesting that we provide lead company's managerial staff's educational and professional qualification. At a University, managerial staff are several, so what do you mean? For example is the finance director's professional qualification title required only?

- A.15** It is up to the tenderers, considering their internal organisation, to specify the main positions at the managerial level they would like to include in their tender.
- Q.16** Budget: Please clarify that you only require us to indicate the overall value of the tender as per Annex C.3 and not provide a full budget breakdown.
- A.16** It is correct. Only the total price offered by the tenderer, covering all costs, shall be included in Annex C.3 – Financial proposal. Not further budget breakdown of that price is requested.