

**FRA**

EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS



Clarifications during tendering
F-SE-13-T12
Data collection and research services on fundamental rights issues

Questions and Answers VI

Vienna, the **13. Sep. 2013**
Ref: 2013-outgoing- **001512**

Reference: Open call for tender F-SE-13-T12 Data collection and research services on fundamental rights issues
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 faithfully,


Morten Kjaerum
Director



Morten Kjaerum, Director

**Clarifications during tendering****F-SE-13-T12****Data collection and research services on fundamental rights issues****Open Call for tender No F-SE-13-T12 (O/S 148-256531, 01/08/2013)****Question 13:**

a) Annex A, 11.Subcontracting

a1) Do the requirements listed in this section (Letter of Intent; signed Declaration of Honour; proof of economic, financial, technical and professional capacity) only apply to those subcontractors whose intended share of the contract is above 10% of the total contract amount?

a2) Is it possible to identify subcontractors in the tender whose intended share of contract is below 10% of the total contract amount? If yes, is it in this case sufficient to present only a Letter of Intent of the subcontractor (and no Declaration of Honour etc.)?

b) Annex A, 18.2.2 Prices // Annex A1, 4.2.4

The specifications indicate that prices shall be inclusive all costs and expenses. The deliverable 'social fieldwork research' is very likely to produce considerable travel and subsistence expenses (e.g. for regionally balanced face-to-face interviews and focus groups), depending on the specific guidelines. Could you kindly specify the conditions for the deliverable 'social fieldwork research' to enable tenderers to calculate their bids, e.g. by specifying that in each service request, a maximum of X% of interviews will be required to be conducted face-to-face ?

Answer 13:

a1) As set out in the second paragraph of section 11. of Annex A – Tender Specifications tenderers must provide a Letter of Intent signed by the subcontractor stating their unambiguous undertaking to collaborate with the tenderer for each subcontractor identified in the tender.

a2) As set out in the first sentence of section 11 of Annex A – Tender Specifications tenderers must indicate the maximum percentage of the contract they intend to subcontract and the identity of those subcontractors they intend to work with. If subcontracting is below 10% of the total contract amount it is sufficient to submit only the Letter of Intent, duly signed and dated by the subcontracting partner.



b) As stated in tender specifications section 18, tenderers must take into consideration 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 (travel and subsistence), unless otherwise stated in the tender documents. The Agency may ask the contractors to conduct social fieldwork research by conducting interviews, focus groups interviews, case studies either in national regional or local level depending the scope of the research service. During the implementation phase of a specific contract that involves qualitative fieldwork research, the FRA will develop specific interview material and will define in its guidelines the research methodology, the target groups as well as the number of interviews requested based on its needs and within the limitations of the total budget allocated per lot. The specific number of interviews to be conducted face to face will be indicated in the specific contracts of each fieldwork research commissioned by the Agency; it will be up to the framework contractor to assess, for each specific fieldwork research service, the number of persons/days to be allocated to each expert profile.

Question 14:

We were wondering whether there may be more than one proposal per Host Organization or whether each organization can submit only one proposal.

Answer 14:

As set out in the last sentence of section 2 of Annex A – Tender Specifications tenderers can apply for one or for more lots. However, a separate tender must be submitted for each lot, and each tender must cover all the tasks in the lot to which it refers. Submission of a tender for only some of the tasks to be performed under the contract will lead to the rejection of the tender.

Question 15:

Annex A, 23, Part 2, Technical Proposal

- a) In describing the requirements for the technical proposal, the tender specifications (p. 21) refer to “all points addressed in Annex A.1 Technical Specifications” and “mandatory requirements set out in Annex A.1”. Could you kindly specify which parts of Annex A.1 are meant to represent these mandatory requirements?
- b) Could you also clarify the relation of these requirements to those requirements presented in the Tender Specifications (Annex A) under 18.1.?

Answer 15:

- a) The mandatory requirements referred to is the project team and it’s composition – as set out in section 8 of Annex A.1 – Technical Specifications (page 12 and 13).

- b) While Annex A.1 – Technical Specifications gives the tenderer information on the actual project, its background, the objectives, and the service requirements including the detailed description of deliverables and additional services, Annex A – Tender Specifications gives the tenderer information on the contract (e.g. duration, volume and conditions) and describes who can participate in the procedure under which conditions. Furthermore Annex A provides information on the procedure (deadline for submission, opening date, etc) and gives information regarding the exclusion and selection criteria (minimum criteria of eligibility and capacity to be met for a tenderer in order to pass to the technical and financial evaluation of its offer), and the award criteria regarding the technical and financial offer, setting out the contract award conditions.