



Administration –FRA, A-1040

Vienna, 17 August 2010
Reg. 1319

Subject: F/SE/10/03- Data collection and research services on fundamental rights issues

Contract notice: 2010/S 134-205087 of 14/07/2010, as amended

Ref.: Additional information regarding the specifications of the tender.

Dear Sir / Madam,

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

Yours faithfully,

Constantinos Manolopoulos

Head of Administration

QUESTIONS & ANSWERS (II)

Data collection and research services on fundamental rights issues Open Call for tender No F/SE/10/03 (OJ/S 134- 2010/S 134-205087, 14/07/2010)

Question 15:

- According to point 3 of the Invitation to tender,

'Tenders must be placed inside two sealed envelopes (...) The inner envelope must also contain two sealed envelopes, one containing the technical specifications and the other the financial bid. Each of these envelopes must clearly indicate the content ("Technical Offer" and "Financial Offer").

Does it mean that the Technical Offer and the Financial Offer, which must be drawn up in Annex C.3 and Annex C.4.1 to the Standard Submission Form (Annex C) respectively, must be detached from the Standard Submission Form and presented separately?

Answer 15:

Yes, the technical offer as well as the financial offer should be submitted in separate envelopes.

Question 16:

Is there any limit to the number of tenderers (service providers) that can join a consortium?

Answer 16:

No, the number of tenderers (service providers) that can join a consortium is not limited.

Question 17:

Does the maximum number of participants (5) referred to at point II.1.4 of the Contract Notice refer to the number of contractors that will be selected for each lot?

Answer 17:

As stated in section 2 of Annex A – Tender Specifications at least three (3) and maximum five (5) multiple framework service contracts per Lot, in cascading¹ and descending order will be awarded for the provision of the services of Lot 1 – 30 as specified in Annex A.1 Technical Specifications,

¹ In a "cascade" multiple framework contract, the contracting authority ranks contractors in descending order representing the sequence in which they will be offered specific contracts. Before placing orders, the contracting authority contacts the contractor at the top of the list and, if they are unavailable, it contacts the second contractor, then, if necessary, and under the same conditions, the third one and so on.

provided that there is a sufficient number of economic operators that satisfy the selection criteria or a sufficient number of admissible tenders which meet the award criteria.

Question 18:

Does the fact that a given CV must be used only for one profile and one lot mean that the Project Manager cannot be proposed as and perform the duties of Expert as well?

Answer 18:

Please see answer 6 – 9 of Questions & Answers I.

Question 19:

Could you please clarify how to fill the price offer in the financial annex C3:

The first column represents the price expressed in Euro.

What is the meaning of the second column "weighting"? The total represents 70% Same question for the Quoted time and means "weighting"? The total represents 30% According to your reply to question 13 of the "Questions and Answers ", the percentage is only for your evaluation of the offer.

Answer 19:

The price offer includes a variety of deliverables and services of which some are more frequently requested than others. The price weighting reflects as far as possible the frequency of each specific deliverable/service being requested. In this way a different "importance" is given to a specific deliverable/service, which will be applied during the evaluation process.

Question 20:

The answer to Question 8 from the document QUESTIONS & ANSWERS (1) refers back to the answer given on question 7:

Question 8

'Does the requirement 'A given CV may only be used for one lot and one profile' also apply to the profile of Project Manager and the profile of Language editor? Given the capacity necessary for each of these two profiles for the provision of services under one lot, one person can easily perform these tasks for more than one lot. If the requirement applies to these positions, can you explain the reason?'

However, Question 7 relates to a situation where a given CV is proposed by different tenderers.

Question 8 refers to a given CV proposed for the position of Project Manager or Language Editor by one and the same tenderer for more than one lot. Can you give us your answer for that particular situation?

Answer 20:

The requirement 'A given CV may only be used for one lot and one profile' also applies to the profile of Project Manager and the profile of Language editor by one and the same tenderer, who bids on more than one lot. The rule serves the purpose to ensure that bottlenecks are avoided and that project managers are in close contact with their team to ensure timely delivery.