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EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS



Clarifications during tendering

F-SE-13-T06

Provision of services for participatory action research on local Roma integration plans

Questions and Answers II

Vienna, the 12/06/2013

Ref: 2013-outgoing- 873

Reference: Open call for tender F-SE-13-T06 "Provision of services for participatory action research on local Roma integration plans"

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

European Union Agency for Fundamental Rights

Clarifications during tendering**F-SE-13-T06****Provision of services for participatory action research on local Roma integration plans****Questions and Answers II****Question 1:**

Are individual experts, not part of the staff of the tenderer, considered as subcontractors?

Answer 1:

Yes, they are considered as subcontractors.

Question 2:

In case individual experts, not part of the staff of the tenderer, are considered as subcontractors and proof of economic, financial, technical and professional capacity needs to be provided:

- a) What documents need to be submitted for economic and financial capacity?
- b) Is for technical and professional capacity the provision of CV and lists of publications sufficient?

Answer 2:

- a) As mentioned in section 11 of Annex A – Tender Specifications, tenderers are required to provide proof of the economic and financial capacity of subcontractors **if they rely on their economic and financial capacity to meet the selection criteria** (namely the minimum economic and financial capacity requested under section 17.2.1 of Annex A – Tender Specifications). In that case, the documents specified in section 17.2.1 (a) and (b) of Annex A shall be provided.
- b) As mentioned in section 11 of Annex A – Tender Specifications, tenderers are required to provide proof of the professional capacity of individual experts nominated as subcontractors if the tenderer **relies on their professional capacity to meet the selection criteria** (namely the minimum professional capacity requested under section 17.2.2 (a) of Annex A – Tender Specifications). In that case, their CVs in Europass format plus the selection grid included in Section D of Annex C must be provided as proof of professional capacity.

If the tenderer relies on the technical capacity of the nominated subcontractors to meet the minimum technical capacity requested under section 17.2.2 (b) of Annex A

– Tender Specifications, then Form D.2 of Annex C must be provided as proof of their technical capacity.

Question 3:

The feasibility analysis report (ANNEX A1 4.1.) should be carried out in all the cca 250 localities or only in 22? It's also important to note that that provided budget form (Breakdown of prices, Form F.2) indicates 2 feasibility analysis report per country but the number can be changed. It should be clarified how many feasibility analysis reports should be delivered as this can seriously modify the financial offer and affect the final evaluation. Could you clarify, please?

Answer 3:

As mentioned in Annex A.1 and in Form F.2 of Annex C, 22 feasibility reports shall be carried out by the contractor, one per locality per country in the selected localities.

Question 4:

At the moment of the tender submission:

1. Can an organisation be part of several different consortia?
2. Can an organisation be subcontractor to several different tenderers?

Answer 4:

An economic operator (organization, company, etc.) can participate as subcontractor in different consortia submitting a tender for the present tender procedure.

Question 5:

Can members of the consortium (not the lead) submit other tenders as a part of another consortium(s)?

Answer 5:

See answer to question 4.

Question 6:

If an organization as a subcontractor delegating an employee to contribute to a tender, can the same organization as a subcontractor delegate another employee to a different tender? For example, Organization X has several employees who would qualify to become a Country Coordinator or a Field Expert. They were approached by consortium A and give a letter of intent to Consortium A delegating Mr. Z. Then Organization X is approached by Consortium B.



Can Organization X give another letter of intent and delegating Mrs. Y to Consortium B? Meaning the same organization would contribute to different tenders but NOT the same employees.

Answer 6:

Yes, the case described above is possible.

Question 7:

When the decision about the tender is going to be taken and what is the starting date/month of the services?

Answer 7:

The Contracting Authority expects to have a decision regarding the present call for tenders mid-August 2013. The estimated commencement date is September-October 2013.

Question 8:

As we understand from the contract information, the maximum number of months for the proposal implementation is 48 months, with an initial contract for one year. Does that mean that the activities have to be planned for one year initially? Or can the activities be planned for a shorter period than 48 months?

Answer 8:

As mentioned in Article 1.2 of Annex B – Draft Framework contract, the contract will be concluded for a period of one year that shall be renewed automatically up to three times. Therefore, the maximum duration of the framework contract is 4 years (48 months).

The tenderer must present a technical proposal covering the four type of services described in Annex A.1 – Technical Specifications. Those services will be requested by means of specific contracts or order forms during the implementation of the framework contract. As mentioned in section 3.2 therein, “it is expected that the contractor provides all services under 1, 2 and 3 above subsequently from contract signature. Services related to preparatory research and analysis shall be provided after contract signature. Services related to the pilot testing in two selected localities shall be provided after the completion of the preparatory research. Services related to the implementation of project plans in all localities will take place after the pilot testing results. Ad-hoc expert and consultancy services may be requested throughout the whole framework contract duration”.