



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR ENERGY
Directorate C - Renewables, Research and Innovation, Energy Efficiency

**Invitation to tender ENER/C2/2014-644 for a service contract regarding
the study "Analysing the potential for wide scale roll out of
integrated Smart Cities and Communities solutions"**

Contract notice in OJEU S [2014/S 122-216321 of 28/06/2014]

QUESTIONS & ANSWERS

Latest update 01.08.2014

Question 1: Regarding Selection criteria – Professional Capacity: “The tenderer must prove experience in data collection (in relation to the fields of this tender) in Asia (including China) and the USA”. Could you please confirm us that experience in data collection in the USA is also a mandatory requirement?

Answer: Part I, page 10 of the tender specifications asks for description of approximately 80 real-world applications (Indicatively 50 at EU level and 30 outside of EU) and USA is considered an important part of the world in this context where at least some of the 30 examples should come from. So data collection experience in Asia and USA are minimum requirements and are mandatory.

Question 2: Regarding Part IV: mapping the European SCC landscape: Should updated shape files be provided by the tenderer or should they be made available by the contracting Authority for the purpose of this contract implementation?

Answer: All those results/deliverables must be provided by the contractor.

Question 3: Would a company registered in the USA and or China be eligible to apply for this tender?

Answer: Please refer to paragraph 1.1 of the Tender Specifications. On the conditions foreseen in the WTO Multilateral Agreement on Government Procurement, access to the call for tenders can be open to the parties from outside the EU.

Question 4: Are there particular templates to be followed for the experts' CVs and/or project references?

Answer: There is no particular template required for the project references as long as the references contain all the information required in the Tender Specifications.

The CVs are preferably to be submitted on Europass template.

Question 5: Should the tenderer provide the CVs of the experts requested for the service at the tender's submission stage (07/08/2014) - meaning that the experts expressed their readiness to participate in the study. Or can the tenderer recruit the experts at a later stage?

Answer: The experts that will carry out this study must be known, confirmed and communicated, meaning, that their CVs must be part of the tender. Please see also the previous answer.

Question 6: Regarding Selection criteria – Technical and Professional Capacity:
Will also ongoing projects (and not only completed ones) considered relevant to satisfy requirements of Selection Criteria?
In this case, shall we include the total budget of the project or only the completed part at the date of submission of this offer for tender?

Answer: As a rule, technical and professional capacity of tenderer is to be proven with projects completed before the deadline for the submission of tenders.

But, if a completed part of a larger project meets the required criteria, it can be accepted on the condition that this part of a project is clearly distinguishable of the rest of the project and has a **separable** deliverable.

Question 7: Regarding Technical and professional capacity criteria and evidence: It is asked that tenderer must prove experience in the fields of: "...integrated infrastructure".
Could you clarify the concept and requirement? What do you mean with the term, how has to be understood the word "integrated"? Could you provide us with some example?

Answer: As stated on page 9 of the tender specifications, please refer to Strategic Implementation Plan and the Operational Implementation Plan of the European Innovation Partnership on Smart Cities and Communities, specifically to the Priority Area 'Integrated Infrastructures' in (http://ec.europa.eu/eip/smartcities/files/operational-implementation-plan-oip-v2_en.pdf)

Question 8: With respect to III.2.3) Technical Capacity – thematic studies as proven track record

a. Please, explain how specific the 100,000 € limit is. We do have developed those studies in a co-funded way and thus each was less than 100,000 € in income but still worth the equivalent in effort. How do we have to prove the amount?

b. We combined the six areas of interest mentioned in various ways into these studies. Do we have to prove exactly one per thematic area or could we provide combined studies and thus less than six as a reference? In our case, it would be five reference studies.

Answer: The Tender Specifications must be interpreted literally: "*with at least 1 study delivered in each one of these fields in the last three years with a minimum value for each project of €100.000.*"

All these requirements must be complied with.

We would like to draw your attention to points I.3 and I.4 of the Tender Specifications. A tenderer, when not being able to fulfil all the selection criteria alone, can rely on the capacity of other entities by either forming a consortium and submitting a joint tender, engaging subcontractors or using both of these options at the same time.

Question 9: Regarding With respect to III.2.3) Technical Capacity – skills

We plan to staff the project with two very senior leaders who both have a strong track record on directorship of EU projects managing a whole portfolio. Formerly, they haven't been project managers, as requested, since these functions reported to them. Would directorship qualify the same as project manager?

Answer: In this context, the project manager is mentioned in the meaning of the future contract.

The project manager proposed by the tenderer must have the experience and qualifications as required in paragraph 2.3.2 (b) of Tender Specifications. It is not required, as long as the substantial requirements are complied with, that the job title of the person has been project manager.

Question 10:

a) What is the specific meaning of the words study vs project in the phrase "the tenderer must prove specific experience in the fields of smart cities, urbanism, energy, technologies and management, ICT in the urban context, transport and mobility technologies and management, integrated infrastructure, with at least 1 study delivered in each one of these fields in the last three years with a minimum value for each project of 100.000"?

b) Could a tenderer use as a reference a pre commercial procurement project (in the specific fields concerned within this tender), for which it has prepared, studied and evaluated all the feasibility and technical aspects, but for which it is the contracting party?

Answer: A study is a careful examination or analysis of a phenomenon, development, or question" while a the definition of "project" is more general and could only be accepted if it covers work carried out in the sense of the definition for "study".

Only if a part of this project can be clearly extracted as a stand-alone study meeting the definition given in a) and has a well-documented minimum value of €100,000, then it might be accepted.

If a potential tenderer is in doubt of fulfilling any of the selection criteria, he can rely on the capacity of other entities – please see also answer 8.

Otherwise, all the selection criteria are to be interpreted literally – in the case a tenderer does not comply even with one single requirement, he will be considered as not complying with the selection criteria.

Question 11: We are mobilizing our global network of smarter cities experts to ensure that we respond to this tender with the highest quality proposal. However given the holiday season and the resource constraints associated with this period, we would like to request an extension of the submission deadline by 3 weeks until 28/08/2014.

Answer: At this point, no extension of the deadline for the submission of tenders is foreseen.

Question 12: Regarding Part IV page 14:

"The Contractor will make the findings of this study visually accessible ...". Does this entail publishing the data through a web server or is delivering a database sufficient or is delivering a web-service compliant for what the tender is asking for? On the very other end does the contractor need to deliver a complete website (in that case: who are the target groups, general public, city managers, EC internal.....?) with fully developed user interface, search screens etc...?

Answer: The tender specifications ask to "organize the findings of this study in appropriate geographical layers [...] including geo-referenced meta data". For these layers the tender specifications give precise instructions for the "Technical Specifications for the GIS part". Results should be delivered in a well-organized data base. Additionally, the database should be accompanied by style sheets (LYR /SLD files) for the content of the database with appropriate documentation as well for any figures produced in the reports for reproducibility. The creation of a viewing website is not compulsory but is regarded an asset.

Question 13: Can the Commission elaborate what exactly is defined with the terminology of 'urbanism'?

Answer: The study of the physical needs of urban societies.

Question 14: Can the Commission elaborate what exactly is defined with the terminology of 'ICT in urban context'?

Answer: ICT infrastructures and solutions at urban level such as social media, mobile devices and networks, cloud, analytics, and sensors etc. offer opportunities for digital transformation in cities. They will play a key role in delivering innovative mobility solutions, energy efficiency, a safer living in a city, an age-friendly urban environment and more engagement in political decision-making processes.

Question 15: Could you please clarify how tenderers will score the maximum score of:

- 60 points at the criterion ‘Quality of the proposed methodology’?
- 20 points at the criterion ‘Organisation of the work’?
- 20 points at the criterion ‘Quality control measures’?

Answer: By making the best proposal on how to meet all tender specifications and to deliver a high value study: please read carefully further descriptions of each of these criteria.

A good tender will, as a minimum, fully meet all the requirements of technical specifications.

Question 16: Could you please clarify how you compare and rate tenders at the

- ‘Quality of the proposed methodology’?
- ‘Organisation of the work’?
- ‘Quality control measures’?

Answer: By applying the scores for quality criteria according to the paragraph 2.4 a-c of the Technical Specifications.

E.g. the better the proposed methodology covers the tasks as described in the Technical Specifications and the better it serves the aims of the study (please refer to paragraph 3 of the specifications), the higher will be the score under the quality criterion 1 (quality of the proposed methodology).

Question 17: What does the Commission mean with ‘participatory city planning’?

Answer: Participatory city planning emphasizes involving the entire community in the strategic and management processes of urban planning.

Question 18: Does the minimum threshold of 60% also apply for the price of the tender?

Answer: No. There is no minimum threshold for the price.

Question 19: The score for tenderer is related to the lowest price of all tenders. How will you deal with tenders that apply market distortion elements like very low prices and/or manipulative prices?

Answer: On the contrary. The procedure is based on the principle of "*the most advantageous tender*", meaning the best ratio between the quality and price. According to the formula to be used (please refer to the last part of paragraph 2.4 of Tender Specifications) in order to calculate the final score and rank of each tender, the price forms 30% of the final score of tenderer, while the quality of the offer forms 70%.

The minimum thresholds for quality of the tender are also applied.

On the other hand, it is clear that the element of price cannot be entirely excluded.

Question 20: What is the ultimate objective of the study? Is the aim predominantly to increase knowledge on the EU, or is it also (or more) meant as providing practical guidance for replication/ implementation?

Answer: As the rationale of the tender states: " The general objective of this study is to contribute to the European Innovation Partnership on Smart Cities & Communities and its aim of conceiving and promoting scalable and transferable solutions to contribute to reaching the EU's 20/20/20 climate action goals, to reduce high energy consumption, greenhouse-gas emissions and traffic congestion as well as improve air quality." This covers increase of knowledge as well as practical guidance as specified in the tender.

Question 21: To which extent is this study related to the current work of the SCC Stakeholder Platform?

Answer: The SCC Stakeholder Platform is part of the European Innovation Partnership on Smart Cities & Communities and will also profit of the results of this study.

Question 22: Does the EU have a knowledge repository available with literature studies and existing practices that it would like the contractor to make use of?

Answer: It is up to the tenderer to find the most important and relevant literature/best practice/etc.

Question 23: Related to the 'synergies between SCC actors': Do you foresee this to remain a (desktop) analysis or would you (also) prefer to include a (starting) dialogue/ with potential partners to discuss the upscale of SCC? Shall this screening be limited to Europe (or include China)?

Answer: This is a study, the tenderer is not supposed to engage in a starting dialogue on behalf of the Commission. For the sake of analysis/data collection however it might be of added value to directly address relevant smart city stakeholders to get their specific insight/first-hand information.

Question 24: What exactly would you like to see included in the SCC maps (GIS)?

Answer: The Contractor shall organize the findings of this study in appropriate geographical layers including relevant geo-referenced meta data.

Question 25: Which ways of communication do you prefer during the project, besides the official meetings to be held in Brussels?

Answer: Both the Commission and the Contractor will appoint a contact person primarily responsible for the communication with the other party – please see article I.6 of the draft contract.

The remaining communication details will be discussed with the selected tenderer during the kick-off meeting.

Question 26: What target groups do you mainly foresee with the final report? Does the report need to be formatted as an external (EC) publication, or is internal usage for the Commission the primary objective of the report?

Answer: This study is intended to be of added value for all relevant smart city stakeholders. It is not only for internal usage and should be formatted following the relevant EC formats.

For the intellectual property related aspects of the use of the study please see article I.9 of the draft contract.

Question 27: Regarding tender specifications request at page 13, among the activities foreseen within Part II, also to "Identify at least 10 examples for ongoing successful EU – China collaboration in the field of Smart cities that integrate Energy, ICT, Transport and Mobility". Could you please kindly clarify whether these examples have to necessarily be collaboration examples between EU and China, OR cases of collaboration between single EU Member States and China would also be acceptable?

Answer: The wording "successful EU-China cooperation" refers to the requirement that more than one Member State has to be involved. The wider coverage of EU countries, the better.

Cases of collaboration between single EU Member States and China could be acceptable, on the condition that they must be related to policies falling within the competence of the EU and that they are relevant in the context of this study.

Question 28: Shall all the output that is requested in the individual steps (best practices, replication potential analysis, GIS maps, etc) be contained in one final report? The report could easily become very 'heavy'. We wondered if more interim reports (perhaps per phase) could be more appropriate and manageable (for contractors as well as the EC).

Answer: In their offers, the tenderers are welcomed to propose a methodology and organisation of work that they consider the most appropriate. This applies with the reservation that all the requirements of Technical Specifications in terms of the purpose of the contract, the description of tasks and deliverables are complied with.

Question 29: Can we present the contracts to justify a project performed?

Answer: The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed.

Question 30: It is mention on page 2 of invitation letter that the tender must be submitted in two envelopes. Could you confirm that in the inner enveloped marked with "CALL FOR

TENDERS – NOT TO BE OPENED BY TH INTERNAL MAIL DEPARTMENT” should have inside two other envelopes, one containing the administrative and technical part and the other the financial offer?

Answer: The tender must be submitted in two envelopes. The inner enveloped marked with “CALL FOR TENDERS – NOT TO BE OPENED BY TH INTERNAL MAIL DEPARTMENT” should have inside two other envelopes, one containing the administrative and technical part and the other the financial offer.

Question 31: For the Mapping the European SCC landscape part of the project, the Commission requires that the data is delivered in ESRI File Geodatabase or ESRI SDE Geodatabase for ORACLE 11. Can you please clarify if this part also includes the processing of landbase layers (e.g. city, region, boundary, sector, buildings, streets, etc) and point layers? Is it expected that the GIS deliverables also should cover polygons (e.g. Parcels, Buildings, Landuse data) and lines (e.g. Streets, Pavements) mapping also? If yes, in which format this data shall be provided to GIS (e.g. AutoCAD drawings, Shape files, etc)?

Answer: Landbase layers, polygons and lines are not mandatory but optional should the tenderer deem them absolutely necessary to support the analysis. Specific details of the layers will be discussed during the kick of meeting (e.g. universal IDs for cities).

Question 32: In Article I.4 Payment arrangements in the contract, a schedule for payment is set out that pays 40% on delivery of the interim report (6 months) and 60% on delivery of the final report and database (15 months). For Small and Medium sized organisations this presents a considerable challenge in terms of cashflow. Would the contracting authority accept more interim deliverables tied to payments over the duration of the project to ease this potential barrier for smaller organisations?

Answer: The conditions in the tender specifications and the contract published cannot be modified.

Question 33: The Liquidated Damages clause outlined in Article II.12 (p16) does not include a cap on total damages recoverable as is usual and appropriate for this kind of study project. Usually the cap is not more than 10% of total fee. Please confirm if you would accept a cap at this level.

Answer: The Commission cannot accept to cap the amount of liquidated damages as the conditions in the contract published cannot be modified. Please note that the amounts resulting from the application of the formula of liquidated damages are very proportionate.

Question 34: The requirement for a Performance Guarantee as set out in Article II.15.5 (p19) is not usually required for this type and size of project and does not seem appropriate for a study project. Is this necessary for a successful bid and if it is could you provide your rationale for requiring it please?

Answer: A performance guarantee is not required in this call for tenders.

Question 35: In the call several terms are used next to each other, being: 1) project, 2) solution and 3) application. What is exactly meant by these terms; how are these terms related to each other. Is there a specific hierarchy or relation between these terms in the way they are used in the call?

Answer: In this context the meaning is quite similar, no specific hierarchy is to be applied: projects and applications are normally more specific and actually applied while solutions can be applied but can also be interpreted in the more abstract sense of "concept".