

FREQUENTLY ASKED QUESTIONS

Invitation to tender ENER/C3/2015-631 for a Single Framework contract for the provision of consumer understanding studies for product-specific draft energy labels

contract notice in OJEU 2015/S 215-391824 of 6/11/2015

Last update: 04/01/2016

In order to be as transparent as possible, all questions and replies will be assembled and published via this FAQ document.

Question n°1:

The invitation to tender Part E: Financial offer (section 2.6 of tender specifications). Should we report the calculation of the cost of the hypothetical study item by item, or just "the single maximum price per person-day whatever the type of the service and qualification requested"? Is there a template to present the financial offer?

Answer n°1

- Please refer to paragraph 2.5 of the Tender Specifications, and in particular to the following sentence (page 9): "*In relation to award criteria 2 and 3, the offer should include proposal for a hypothetical study as described in the box below. For the purposes of award criterion 3, the tender should provide details on the allocation of time and resources, notably the number of person-days for this hypothetical study and the rationale behind the choice of this allocation.*" Consequently, there is no obligation for the tenderers to attribute any cost or price to the hypothetical case study. On the other hand, the allocation of person-days, by time, by tasks and by team members (profiles) must be as precise as possible.
- There is no template for the presentation of the financial offer. As for the content of the financial offer, it must contain one single maximum price per person-day, whatever the type of service and qualification requested. Please refer to the paragraph 2.6 of the Tender Specifications, in particular three last paragraphs thereof.

Question n°2:

Section 2.5 of the Term of Reference (page 8) states that "For the purposes of award criterion 3, the tender should provide details on the allocation of time and resources, notably the number of person-days, for this hypothetical study and the rationale behind the choice of this allocation". Should the cost of the fieldwork (for example an online survey) in the hypothetical study be reported in terms of person-days?

Answer n°2:

Not the cost of the fieldwork, but the person-days allocated to it, as well as the description of profiles – team members – who would implement this work, along with the rationale behind this choice.

Please refer also to answer No 1 (the first part).

Question n°3:

(1) Chapter 1.4 “Subcontracting” states that:

“Tenderers are required to identify subcontractors whose share of the contract is above 20%. During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.”

We are planning to include one or several graphic designers as subcontractors (the idea behind including several would be to guarantee continuity of service). Although their share will be below 20%, we would like to present references which would make them identifiable. Our questions are:

- (a) Is it possible to include more than one subcontractor and choose between them in the case of a specific contract?
- (b) If the subcontractors are identified, would the “prior written approval clause” apply even if their share is below 20%?

Answer n°3:

Yes, you may include more than one subcontractor in your offer for the framework contract and then select those you will propose when submitting an offer for a specific contract.

If the subcontractors are identified in the framework contract no prior written approval clause will apply.

If the subcontractors proposed for a specific contract are not identified in the framework contract and if their share is above 20% of the specific contract the Commission has to approve their participation.

If a subcontractor in a specific contract, with a share above 20%, is replaced during the execution of the specific contract, the Commission has to approve the replacing subcontractor.

Question n°4:

The invitation to Tender reads as follows: Tenders must be placed inside two sealed envelopes. The inner envelope, addressed as indicated above, should be marked as follows: "CALL FOR TENDERS - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"

Could you please clarify whether all Parts (Part A to Part F) are going to be presented in the same envelope and no separate envelope is required for each Part? Will the Part E Financial Offer be included in the same envelope with the other parts? Usually, tenderers are asked to include the financial offer in a separate sealed envelope.

In addition, should the CD/DVD/USB include all parts (including the financial offer – Part E)?

Answer n°4:

All parts should be in the same inner envelope, including the financial offer. The CD/DVD/USB should include all parts, including the financial offer.