



OPEN INVITATION TO TENDER
AO/DSL/AZU-JBU/SkillsPanoramaUX/004/16

Request for Clarification (3) – Questions & Answers

Question No 1

Section 4.2 of the Tender Specifications, when dealing with Subcontracting, indicates the cases in which the tenderer should submit with the offer the required documents related to the exclusion and selection criteria, economic/financial and technical/professional capacity of the Subcontractor,

Could you please confirm if these documents are necessary for subcontractors undertaking more than 10% of the work by value, although the tenderer has on its own sufficient and professional capacity to perform the contract on its own?

Cedefop's answer to question No 1

Yes, the tenderer must submit for each subcontractor undertaking more than 10% of work by value all supporting documents requested, as per the indications stated under point 3.2.2 and section 4 of the tender documents. It is up to the Evaluation Committee to determine the technical and professional capacity of the tenderer, including any proposed consortium members and subcontracting.

Question No 2

Can you please indicate if it is relevant for tenderers willing to submit a tender to be SMEs or not (as referred to in Questionnaire 1 of Annex G)?

Cedefop's answer to question No 2

In accordance with Commission Recommendation 2003/361/EC, each tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise, as it is clearly requested in the tender specifications. This information must be published in the award notice and is used for statistical purposes only.

Question No 3

Section "3.2.2 Technical and professional capacity", page 25, when describing requirements for PM profile, states "Minimum 6 years of professional experience in the management of software web development projects". We understand that this refers to web / development projects (as in the wording in other profiles), and the experience can be demonstrated in projects related to software development, in projects related to web development, or a combination of both.

Please confirm our understanding is correct.

Cedefop's answer to question No 3

Your understanding is correct. The experience of PM can be demonstrated in projects related to software development, in projects related to web development, or a combination of both;

Question No 4

Section "3.2.2 Technical and professional capacity", pages 25 and 26, when describing requirements for VE, GD and UX profiles, mentions "Completed specialized training courses ...". We understand that one training course is sufficient to consider a candidate as valid.

Cedefop's answer to question No 4

Your understanding is correct. One relevant specialised training course is sufficient to consider a candidate as valid.

Question No 5

Most of the Annexes provided as part of the tender documents include instructions for filling in the necessary information, which appear in a blue color different to the rest of the template. Can you please confirm if we can delete these instructions once the document has been filled in?

Cedefop's answer to question No 5

Instructions mentioned in annexes G, I and J are indeed for the attention of the tenderers and may be deleted once the documents have been filled in.

Question No 6

Would it be possible to know the size of the current portal in Production and the potential scalability needs for the future? In order to correctly make the budget of the hosting solutions, it would be very helpful to get a picture of the current number of servers, their memory and disk specifications.

Cedefop's answer to question No 6

Please find here the description of the current production environment of the Skills Panorama:

- 1 server (for both the database and the web server)
- 32 GB RAM
- 1 300 GB hard disk (main)
- 1 TB hard disk
- 1 8-core processor (3.1 GHz)

It should however be noted that given the requirements for fault tolerance and business continuity, a second redundant server may be needed in e.g. cluster configuration.

Question No 7

Section 5.1., Technical evaluation, point 3 indicates for Quality of a proposal for a country dashboard user experience improvement, that the "The proposal should focus on better integration and blending of valuable content from the EURES website while ensuring that the distinctive brand of the related experience is respected".

Can you please confirm that the distinctive brand refers to the EURES website?

Cedefop's answer to question No 7

Yes, the distinctive brand refers to the EURES.