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RS/PRO/2008/570

OPEN INVITATION TO TENDER
AO/Cedefop/ITK/WebDevelopmentServices/006/08
‘Web Development Services’

REQUEST FOR CLARIFICATION (2) – QUESTIONS AND ANSWERS

Question Nr. 1

Contract notice, “Frequency and value of the contracts to be awarded: Initial contract duration of 2 years with 2 possible extensions of 1 year each”, p.2/4 AND Tender Specifications, “The framework contract shall enter into force on the date of signature of the last contracting party; it shall be valid for a period of 1 year and may be renewed up to three (3) times, each for an additional period of one (1) year, covering a total acquisition period of four (4) years (1+1+1+1).”, p.7

Could you please clarify this contradiction between the contract notice and the tender specifications?

Cedefop’s clarification to Question Nr. 1

Please refer to Clarification (1) – Cedefop’s correction.

Question Nr. 2

Tender Specifications, 3.2 Selection Criteria, 3.2.2 Technical and Professional Capacity, p.13:

a) *“list of at least 5 contracts of at least 200 man-days each performed in the past five years...”*

- 1 We understand that contracts whose part has been executed in the past five years are required here. Please confirm.
- 2 Further to the information requested in the specifications (i.e. amounts, dates etc), is a short description of each contract also requested here?

b) *“description of any technical equipment and tools...”*

It is our understanding that the Tenderer is requested here to present its existing infrastructure (software, hardware) in order to fully cover this requirement. Please confirm.

c) *“detailed CVs of the tenderer’s staff”*

Could you please confirm that Europass CV format is acceptable?

d) *“the CVs should be of regular staff”*

We understand that regular staff covers the Tenderer’s Candidates that have either an unlimited or time limited (e.g. of 5 years) contractual link with the company. Please confirm.

e) *“if applicable describe use of freelancers”*

Could you please elaborate on this requirement, explicitly describing what information is requested here by the Tenderer?

Cedefop's clarification to Question Nr. 2

- a) 1 Your understanding is correct.
- 2 It is not necessary. According to point 3.2.2, 3rd bullet of the tender documents, the tenderer should indicate "the subjects, the amounts, the dates, the technology used and the name of the consignees i.e. public or private".
- b) Your understanding is correct.
- c) Obviously it is, as any other type of CV that provides the necessary level of detail.
- d) Your understanding is correct.
- e) Freelancers are considered as sub-contractors. Therefore we expect for possible freelancers the same information as for sub-contractors (please refer to point 4.2 of the tender documents).

Question Nr. 3

Tender Specifications, 5.4 Financial Proposal, p. 16:

As regards the financial proposal, it is our understanding that the Tenderer should only provide the Table 1 of page 17. Please confirm.

Cedefop's clarification to Question Nr. 3

Your understanding is correct.

Question Nr. 4

Tender Specifications, Table 1, p. 17

- a) CEDEFOP is exempt from all charges, taxes and dues, including VAT. To this end, could you please clarify how the Tenderer should fill in the VAT column of the table? Is "N/A" acceptable?
- b) Last row of the Table, "TOTAL". Should the Tenderer only fill in the cell under the column "Total Price for the financial scenario = (III+VII)".
- c) Column: "Accommodation costs per day". Should the Tenderer leave blank the corresponding cells for rows C, E and F?
- d) Row G: "Training services". Could you please clarify whether the 40 ($5 \times 5 + 5 \times 3 = 40$) working days of the meetings at Cedefop premises are included in the 50 person days of column (I)?
- e) We understand that the evaluation of the financial offer will be based on the TOTAL (A+B+C+D+E+F+G) price of the column "*Total price for the financial scenario = (III + VII)*". Please confirm that our understanding is correct. In that case could you please clarify the meaning of the TOTAL (A+B+C+D+E+F+G) value for the remaining columns?

Cedefop's clarification to Question Nr. 4

- a) The tenderer should indicate the VAT percentage normally applicable in its country. For contractors based in Greece, invoices will include VAT which is paid by Cedefop and later reimbursed by the State; this is why Cedefop requests VAT to be separately indicated. For contractors established in other countries exemption is direct (invoices are submitted without VAT).
- b) The tenderer would normally fill only the cell under the columns III and VII, and under the column "Total Price for the financial scenario = (III+VII)". However those totals should be supported by complete indications in all preceding cells of those columns as well as of columns II, V and VI related to them.
- c) Yes, since no meetings are required for the corresponding services.

- d) Yes, they are included. We have estimated about 40 days of on-site training (at Cedefop) and possibly 10 more days of off-site training (at contractor's premises - without travel and accommodation expenses for the contractor).
- e) Your understanding is correct: the evaluation of the financial offer will be based on the TOTAL (A+B+C+D+E+F+G) price of the column "*Total price for the financial scenario = (III + VII)*". The meaning of the totals in all preceding columns is to verify consistency of the calculations - see also point b.

Question Nr. 5

Tender Specifications, 5 Award of the Contract, 5.2 Technical Proposal

- a) Could you please clarify if the Client requests the development of a new application as regards the project scenario described in award criterion 1 or only the migration of the existing platform into a new front system?
- b) Could you please specify if there are restrictions in the technologies and tools that will be proposed in the implementation of the project scenario? For example, an option for replacing the Sybase ASE server could be accepted? Could you please specify as well if the maintenance of the current CMS could be accepted?
- c) It is mentioned the usage of SharePoint for future applications. Could you please specify if the current CMS is sufficient for the needs of CEDEFOP?

Cedefop's clarification to Question Nr. 5

- a) The project scenario described in award criterion 1 concerns the re-design, re-structuring and development of the Study Visits homepage only and not of the whole application. Cedefop is not expecting a new application.
- b) Cedefop understands that by CMS you mean Content Management System. The maintenance or use of the current CMS is accepted. The technology solutions proposed must comply with Cedefop's technological infrastructure as specified in paragraph 2.1.8. All technical proposals and options will be examined without prejudice as long as they respect the technology specified in paragraph 2.1.8.
- c) This question is not relevant to tenderers in order to prepare their offer. This will be discussed later with the successful tenderer.

Question Nr. 6

5. Award of the contract. 5.1 Technical Evaluation, p. 15

To our understanding the project scenario described in award criterion 1 concerns the re-design, re-structure and develop of the Study Visit homepage only and not the whole application. More specifically, the project scenario concerns only the front -office environment. Please confirm that our understanding is correct.

Cedefop's clarification to Question Nr. 6

The project scenario described in award criterion 1 concerns the re-design, re-structuring and development of the Study Visit homepage only and not of the whole application. The project scenario concerns only the front page.