



Thessaloniki, 21/09/2009
RS/PRO/2009/764

OPEN INVITATION TO TENDER

AO/ECVL-RES/PHT-LT/Europass/011/2009

‘Software and website development and support services for Europass’

REQUEST FOR CLARIFICATIONS (5) – QUESTIONS AND ANSWERS

Dear Madam/Sir,

In regards to the above mentioned open Tender Procedure please find below the Answers of Cedefop to the Questions, which were raised by one potential tenderer.

Question 1

Regarding the above invitation to tender, please clarify us, the following:

- For the On Site profiles you request for technical manager and for technical support, as seen in annex K, you estimate 200 days and 30 days respectively. For both profiles, this is not a full time assignment. If we assume that each month has on an average 22 working days, then you require the presence of TM in CEDEFOP premises for 9 months (more or less). How is this going to be scheduled?

Answer of Cedefop to Question 1

Par 2.5 of the Tender specifications states that “these figures are given for informational purposes only and Cedefop is not legally bound to reach the forecasted volume. In addition, the use of the contract may not be evenly distributed over the years.” The volume of work and the distribution of days will depend on the needs and urgency through the years. For the first years where the main part of the work is scheduled, and considering public and EU holidays as well as any foreseen annual leave, the “technical manager’s” work could reach full-time. Whether the “technical support” person will have to work more off-site or on-site, will depend on what is more economically advantageous for Cedefop. This will be ordered accordingly, but will surely be less than full-time. Please note also point 4.3.3 (1) of the Tender Specification, which states: “*An increased level of technical support for the EM will be necessary in the first year*”.

Question 2

- In the award criteria, you do not specify any takeover activities. Do we have to describe such activities and as part of which award criterion?

Answer of Cedefop to Question 2

The takeover activities are not part of the award criteria. They are, however, part of the financial offer, see Annex K, item 3, row 6 “4642-att3-1-Annex_K_-_Financial_offer_form.060809.xls”.

Question 3

Please clarify us, which is the minimum number of detailed CVs, that we have to provide.

On page 26 of the above document, is stated that the total number of CVs must be 11 (of which 1 CV for Usability Expert and 1 CV for XML and Interoperability Expert), and on page 4 of Contract notice – 2009/S 153-222591 is stated that we need to provide at least 13 CVs (of which 2 CVs for Usability Expert and 2 CVs for XML and Interoperability Expert).

Answer of Cedefop to Question 3

The figure 13, given in the Contract notice, results from a clerical (typo) mistake. We confirm that the requested minimum number of CVs to be submitted is eleven (11), which is in line with point 5.2.2.2 (1) of the Tender Document (page 26).