

Thessaloniki, 23/09/2009
RS/PRO/2009/777**OPEN INVITATION TO TENDER****AO/ECVL-RES/PHT-LT/Europass/011/2009*****‘Software and website development and support services for Europass’*****REQUEST FOR CLARIFICATIONS (7) – QUESTIONS AND ANSWERS**

Dear Madam/Sir,

In regards to the above mentioned open Tender Procedure please find below the Answers of Cedefop to the requested Clarifications (and respective *Questions*), which were raised by one potential tenderer.

Clarification 1:

Tender Specifications, 5.2.2.1, (2) “*List of at least three (3) major contracts (up to max 5) performed during the past three years similar to those described in this call for tenders in terms of scope, size and technological nature*”, page 31.

Questions:

- a) The technological nature of this call for tenders involves both major web development platforms (.NET and J2EE). Please confirm that provided contracts must cover as a whole both platforms.
- b) Please confirm that ongoing contracts with a significant part of which executed within the last three years are acceptable.

Cedefop Answer to the *Questions* under Clarification 1

- a) There is no need the contracts to cover both platforms (.NET and J2EE). The technological nature of the services of the call for tenders (4.2) is described for example at 3.5, 4.4 and 4.6 of the Tender Documents.
- b) Major ongoing contracts performed during the past three years similar to those described in this call for tenders in terms of scope, size and technological nature are acceptable, provided that the volume of work already performed meet the requirements set up in the tender specifications.

Clarification 2:

Tender Specifications, 5.2.2.3.

Questions:

- a) *“Evidence needed: documentation demonstrating the company’s capacity to provide the staff required to perform on-site services at Cedefop’s premises CVs, etc.”*

Tenderers are required to provide the CVs for the different profiles (both onsite and offsite) under selection criterion 5.2.2.2. Please confirm that Tenderers are not required to provide the same CVs for the onsite profiles under selection criterion 5.2.2.3.

- b) *“...availability (see above on-site services), procedures for substitution, business continuity).*

The information requested under this selection criterion is also requested under Award Criterion 2. In particular page 32 states that Tenderers must provide a description of how they plan to address “project personnel substitution/transfer of responsibilities. Could you please indicate the differences (if any) between the two requirements?

Cedefop Answer to the Questions under Clarification 2

- a) The selection criteria concern the required tenderer's capacity to execute similar contracts. In order Cedefop to check the respective tenderer’s capacity specified under the selection criterion 5.2.2.2, the tenderer has to prove that it “is able to supply staff to provide on-site services”. The tenderer should provide what it considers as necessary for proving this ability, which may include also reference/s to different parts of the offer.

- b) The selection criteria are designed to check on “Yes” or “No” basis (Pass or Not Pass) whether a tenderer is capable to perform the contract, while through the defined Award Criteria the quality of the actual tenderer’s technical proposal is evaluated (scored).

In order Cedefop to determine the tenderer’s capacity as required in the selection criterion mentioned in your Question b) above, the tenderer needs to prove that he “*is able to supply staff to provide on-site services*”, while based on the Award Criterion 2, the “*Appropriateness of the proposed project team for the contract and procedures for staff back-up and replacement*” will be evaluated.

Clarification 3:

Tender Specifications, 4.6.6 Task Profile: XML and Interoperability Expert, *Note: Yearly fixed-price should be specified for this profile (indicate number of person-days per year needed and cost per person – day + other costs)*, page 19.

Questions:

Regarding the proposed number of days that this profile will consume, we would appreciate clarification on the following:

- a) Are Tenderers allowed to propose a number of days different from those indicated in Annex K (40 person days per year)?
- b) If yes, then obviously the proposed number will not be evaluated at the financial proposal. Could you please clarify the criteria which will be used for its evaluation?
- c) At which part of the offer should Tenderers provide this information? Is it award document 1d?

- d) Should Tenderers include the participation fees and travel expenses under the Other Costs field of the excel file or should these costs be included under the profile's daily rate?

Cedefop Answer to the *Questions under Clarification 3*

- a) No. The tenderers should stick to the scenario (40 days/year) set by Cedefop, and “fill-in the green cells” of Annex K of the tender documents.
- b) Please see Answer a)
- c) The price should be quoted in the Annex K of the tender documents.
- d) Par 4.6.6 states that *“Yearly fixed-price should be specified for this profile (indicate number of person-days per year needed and cost per person-day + other costs). The costs should be all-inclusive (including travel expenses, conference participation fees, or any other costs).”*

Other costs (Annex K) refer to different budget/s such as small software licenses, etc.

Clarification 4:

Tender Specifications, 7.2.2 Documentation for Award Criterion 1b, page 31.

Question:

Please confirm that the presentation of the work plan and effort allocation is not applicable to this document as the tasks are not explicitly specified at the tendering phase (eg. further development task). The question is valid for document 1c, as well.

Cedefop Answer to the *Question under Clarification 4*

No provision of specific time plan and effort estimation is required to be presented for items 1b and 1c.

Clarification 5:

Tender Specifications, Annex K, Financial Offer Form

Question:

We understand that, for Work Packages 3, 4, 5 and 6, Tenderers are only to complete the number of person days (per profile) at the “Financial Offer Europass” excel sheet as no description of the proposed approach is requested at any part of the offer. Award documents 1a to 1d cover other Work Packages (namely 1, 2, 7 and 8). Please confirm that our understanding is correct.

Cedefop Answer to the *Question under Clarification 5*

Cedefop confirms your understanding.