



OPEN INVITATION TO TENDER
AO/ECVL/IPS-ARANI/EarlyLeaving/005/13

“The role of VET in reducing early leaving from education and training”

Request for Clarification (1) – Questions & Answers

Question No 1

Would you confirm us if there is or not a rate within the budget which use to be dedicated to the project managing and coordinating? Even there is no written rule, does Cedefop have a common use?

Cedefop’s answer to question No 1

There is no such rate set, written or otherwise. The perceived costs for managing and coordinating the consortium must be taken into account and included by the tenderer (consortium leader) in the remuneration price(s) entered in the Financial Proposal for the senior staff intended to perform that function, or, if considered as an overhead cost, in the relevant box of the Financial Proposal table with related justification. It is reminded that the Financial Proposal must be all-inclusive.

Question No 2

My organisation is currently developing a consortium bid to lead the above tender. One of the partner organisations has raised the following questions regarding tender documents required for the tender:

- a. The partner has completed an individual Annex I Model 1 document providing us with Power of Attorney. They are however unclear as to whether a single ‘master’ Annex I Model 1 document needs to be signed collectively by all partners, or whether separately signed individual forms are sufficient*

- b. On Annex G: the partner has asked whether it would be necessary for them to complete all the questionnaire sections 1-4. It looks to me as if the Tenderer / Group Consortium Leader needs to fill in sections 1, 3 and 4, and compile partner responses to question 2 into one ‘master’ Annex G document. Is this the correct reading of how to proceed?*

c) With reference to Annex G, questionnaire 2: the partner's accounting system does not make it possible for them to provide figures for their annual turnover on social and economic research projects, nor the percentage of their overall turnover these projects contribute towards. Their system accounts for volumes of 'acquired projects' that have come in over the course of a year. They are therefore not able to refer to projects performed or implemented, but can record those acquired in a twelve month period.

d) Assuming these details are acceptable to you, they have asked how many projects to list during the course of a year and above a certain value. I have advised them to select three principal projects in each year at a value above 500k euros for inclusion. I trust these will be acceptable to you, but if you need a full list of projects to be appended then please let me know.

Cedefop's answer to question No 2

a) A single annex I Model 1 document needs to be completed and signed collectively by all partners.

b) Questionnaire 1 of Annex G needs to be completed only by the tenderer or the team leader in the case of a consortium indicating within the form all consortium members and subcontractors.

Questionnaires 2-4 need to be completed for each consortium member and all subcontractors identified as per any of the 2 bullet points in paragraph 4 of the tender documents i.e. where

- a subcontractor undertakes between 10% and 40% of the work by value, and/or
- the total subcontracting is above 40% of the work by value, independently of the individual subcontractor's contribution to the work by value.

c) There must be other means of identifying and reporting on contracts related to the subject of the study, e.g. by checking in the contract database of the company or in relevant paper files/archives. In any case, the related data from the partner may not be absolutely necessary if the consortium leader (possibly along with another partner) already fulfils the criterion, as assessment concerns the consortium as a whole. If they are, they may be accompanied by an explanation as per the question above.

d) Concerning Questionnaire 3, the consortium all together must fulfil the requirement of **a list of contracts performed in the past 3 years in the field cited in subject with a minimum total invoiced financial value of 300 000 Euro**. Taking into account the requirement of 300 000 Euro please provide a list of your (consortium's) projects.

Question No 3

We are currently working on a proposal for the Cedefop project “The Role of VET in reducing early leaving from education and training”. Whilst working on this though we came across a question, namely regarding the list of part contracts to be provided.

Regarding Annex G Questionnaire 3: What is your understanding of what can be included; the text on the form says ‘Contracts.....with a total minimum contract value of 300,000 Euros’? Just in order to be absolutely clear on what is expected of us, does this refer to the total of all the contracts carried out, or the total value of each contract within the list.

Cedefop’s answer to question No 3

It refers to the total of all relevant contracts carried out during the reference period.

Question No 4

Concerning Work Assignment 2, task 1:

Please explain in more detail, preferably with (hypothetical) examples, what exactly is meant by the request to the contractor to "implement the analysis options proposed in the first work assignment".

Also, please provide a definition of the concept of "microdata" in this context.

Cedefop’s answer to question No 4

Please refer to task 2 of WA1 of the tender specifications.

In task 2 of WA1 examples are also provided, but it's up to the tenderer to make proposals for further analysis which may be implemented when carrying out task 1 of WA2.

Concerning microdata please refer to note 38, pg. 21 of the tender specifications. Microdata are confidential data which contain information about individual statistical units.