



Thessaloniki, 26/05/2010  
RS/PRO/DELE/2010/256

## OPEN INVITATION TO TENDER

AO/ECVL/JB-ILEMO/Validation-in-Enterprises/005/10

**“The use of validation by enterprises for human resource and career development purposes”**

### REQUEST FOR CLARIFICATION (3) – QUESTIONS & ANSWERS

#### Cedefop’s correction

In point 5.4, “Financial proposal” under “Information concerning price” it is mentioned that:

“The prices quoted must be fixed and not revisable (for the first year of the contract)”.

This should read as **“the prices quoted must be fixed and not revisable for the entire duration of the contract”**, in accordance with article I.3.2 of the draft contract.

#### Question Nr. 1

*As some supporting documents are in the national language we would like to know if this is accepted and inform you that the technical proposal will be in the English language.*

#### Cedefop’s clarification to Question Nr. 1

According to point 1 in page 1 and point IV.3.6 of Annex A of the tender dossier, all EU languages are accepted as well as their combination.

#### Question Nr. 2

*The estimated budget available for the project is 180.000 euro. For a tenderer established in Greece, regarding the Value Added Tax (VAT) of the point 5.4 Financial Proposal (pages 18-19),*

*a) Should we consider the estimated budget available for the project as being 180.000 euro **excluding VAT**? For example: 180.000 + 37.800 (Greek VAT).*

*or*

*b) Should we consider the estimated budget available for the project as being 180.000 euro **including VAT**? For example: 148.760 + 31.240 (Greek VAT) = 180.000?*

## **Cedefop's clarification to Question Nr. 2**

As mentioned in point 5.4. , “Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). **Such charges may not therefore be included in the calculation of the price quoted.** The VAT amount must be indicated separately (this applies only to tenderers established in Greece): ... EUR.”

Therefore your understanding as per point (a) is correct. The estimated budget available is exempt VAT.

Cedefop needs the VAT indication only from tenderers located in Greece because of the particular arrangement according to which Cedefop pays to the contractor the price of the financial offer plus the VAT amount and is later reimbursed for the VAT by the Greek State.

## **Question Nr. 3**

*Regarding Chapter 5 Award of the contract (page 17), it is stated “A quality-price ratio will be calculated for each tender by dividing the total points for quality by the price, thus indicating which tender represents the best value for money.”*

*Assuming that a proposal receives 85 points in the technical criteria for a total amount of 180.000 euro (excluding VAT),*

*a) The ratio is calculated by dividing 85 by 180.000, thus obtaining 0,00047222 as the total score?*

*or*

*b) Do you use a formula such as [Technical Criteria points] X [Coefficient A] divided by [Price] X [Coefficient B]? For example: [85 X 80%] / [180.000 X 20%] = 0,001888*

*What decimal point do you use to compare the total scores (quality-to-price ratio) for two different proposals?*

*What rules are used for rounding or cropping the remaining digits?*

## **Cedefop's clarification to Question Nr. 3**

Your understanding as per point (a) is correct meaning that the technical and financial proposal have equal weighting 50/50. If a different formula was to be used, we would have clearly indicated it.

The outcome of the division of total points by price is usually normalised by “1000 or 10000” in order to have a readable number. In any case the number of decimals used is such as to allow fair comparison between offers that come very close to the evaluation.

As per point 13 (page 3) of the invitation to tender, in the letter received at the end of the procedure, each tenderer is informed of the exact result of his tender evaluation.

**Question Nr. 4**

*Regarding the Case Studies, do you require letters of intent for 20 specific entities to be included in the proposal?*

**Cedefop's clarification to Question Nr. 4**

Please refer to point 5.2 - award criterion 6, where it is said that:

“A concise justification for the analytical approach to the case studies, including first proposals for selection of case studies (maximum 2 pages) according to point 2.3.3;”

Letter of intents are needed only in the case of sub-contractors (point 4.2).