

**OPEN INVITATION TO TENDER****AO/DSL/VKVET-GRUSSO/Real-time LMI 2/009/16
Cedefop Clarification – Questions and answers (1)**Question 1

It is expected that the contractor will use its own IT-infrastructure. The cost can be added in each order form, depending on the expected CPU, memory, disk capacity required for executing the tasks covered by the order form. How will the cost of the infrastructure be taken into account (in the price schedule table no lines are foreseen to add the cost of infrastructure)?

Cedefop answer 1

As per points 2.4.4 and 3.2.2 of the Tender documents, the tenderers must have an existing IT infrastructure. The cost of this infrastructure is not borne by Cedefop, and will therefore not be subject to any order form.

Question 2

Can more explanation/clarification be given concerning the pricing model to be used for the subsequent order forms? What will be the scope of the subsequent orders? Will the assignments be country based? Can you give an example of such assignment please?

Cedefop answer 2

Please refer to point 2.6 of the Tender documents where it is stated that all activities mentioned in point 2.5 will be organised in order forms. The detailed scope will be agreed based on Cedefop's resources and priorities. The pricing will be based on the price per person-day in the "price schedule table" in section 5.4 of the tender documents.

Question 3

What will be the pricing model used for this subsequent orders? Will we need to make a firm fixed price proposal for each subsequent order?

Cedefop answer 3

Please refer to point 5.4 of the Tender documents and more specifically to the Price schedule table. The tenderers are requested to indicate number of days/quantities as well as unit prices for the whole duration of the contract and in relation to all activities mentioned in points 2.5 and 2.6 of the Tender documents.

Question 4

About Annex G – Questionnaire 2: which is the difference between "Total Amount of implemented similar Contracts (EUR)" and "Annual Turnover in € (generated from contracts/projects similar in nature to those making the subject of this call for tender)"?

Cedefop answer 4

Please disregard the column in the table in Questionnaire 2 with the requirement for "Total Amount of implemented similar Contracts (EUR)" and fill-in the column "Annual Turnover in €", in response to the requirement of point 3.2.1 of the Tender documents.

Question 5

About Annex G – Questionnaire 3: does the column 3 of table "% of work (by value) performed" refer to the % of work performed during the year in object over the total length of the project or does it refer to the % of work performed by the Organization itself over the Consortium?

Cedefop answer 5

The required "% of work (by value) performed" refers to the % of work performed by the Organization/tenderer itself for the respective contract (in case the tenderer/consortium member/sub-contractor participated as a sub-contractor or as a Consortium member in the respective contract/project).

Question 6

About Annex G – Questionnaire 3: do the projects have to be started in the 3 years in objects (2013-2014-2015)? If not, do we have to report the proportion of the total value on the year of pertinence?

Cedefop answer 6

The projects/ contracts may have started before 2013. Please report the proportion from the total value of contract(s) performed in the respective year of pertinence (2013, 2014, 2015). The proposed contracts should have been concluded by the deadline of submission of offers.

Question 7

Do they have to be 28, one per each European country, or one expert can cover more than one country (e.g. can UK and Ireland be covered by the same expert)?

Cedefop answer 7

The Terms of Reference don't mention any requirement linked to a minimum/maximum number of ICE that the tenderer should propose. It is up to each tenderer to propose a network that they will judge the most suitable in order to carry out the required tasks.

The ICE must however comply with the requirements stated in point 3.2.2 (i.e, General professional experience and Language abilities) for each country.