

OPEN INVITATION TO TENDER**AO/DSL/AZU-JBU/SkillsPanoramaUX/004/16****Request for Clarification (5) – Questions & Answers
Correction (2)****Question No 1**

On section 1.1 of the Tender Specifications is mentioned: “.....Services will be acquired in the form of person-days categorized in profiles. A detailed description of the required profiles can be found further below (see point 2.9).”

Could you please clarify at which page of Tender Specifications we can find point 2.9?

Cedefop's answer to question No 1 and Correction

Please note that Cedefop wishes to issue a correction on the following:

“.....Services will be acquired in the form of person-days categorized in profiles. A detailed description of the required profiles can be found further below (see point 2.7.1).”

Question No 2

In regard to the roles and the required qualification and experience (pages 24-27 in the ToR) do all the criteria have to be met for each bullet point on the list for every individual, or if they are either/or in some cases.

Cedefop's answer to question No 2

In accordance with point 3.2.2 of the Tender documents, each proposed team member must comply with all requirements stated for each profile.

In addition, please note that the symbol “/” has an equivalent meaning of “and/or”.

See also Question and answer 3 of Clarifications 3 and Clarification 4/Correction 1.

Question No 3

With respect to section 5.1, point 3. Quality of a proposal for a country dashboard user experience improvement (pg. 33), please clarify if the proposed dashboard graphic proposal will be a wireframe or a mock up with all graphic design elements included.

With regard to the visualisation of data in the proposed dashboard, please specify if our proposal should include indicative information from a country dashboard and EURES portal.

Cedefop's answer to question No 3

Yes, the proposed dashboard graphic proposal shall be a wireframe or a mock up with all graphic design elements included. The proposal should include indicative information from a country dashboard and EURES portal.

Please see also Question and answer 7 in Clarifications 3.

Question No 4

Regarding the financial proposal, point 5.4 of the Invitation to Tender states that "The tenderers are requested to fill-in the Price schedule table in Annex H and present a detailed breakdown of the price offered". Could you please explain what is expected as "breakdown" of the price offered?

Cedefop's answer to question No 4

Nothing else is expected than the duly filled in Annex H which includes already this breakdown.

Question No 5

Could you please confirm that hosting services can be supplied by a third-party Internet Service Provider which is not a direct subcontractor of the proposer as long as all requirements of ANNEX K1 are met?

Cedefop's answer to question No 5

Yes, your understanding is correct.

Question No 6

"Section '5.1 Technical evaluation' of the Tender Specifications indicates for Award 4. ""A feasibility study/brief The brief must include a reasoned business case, recommendation/s, and discuss advantages and disadvantages, an analysis of user

needs, technical complexity, user experience, branding, marketing value as well as an estimate or a project budget for the purpose of the exercise".

Our understanding is that an estimation of man/days is sufficient to cover the requirement.

Could you please confirm our understanding is correct?

Cedefop's answer to question No 6

Yes, your understanding is correct.

Question No 7

This same award indicates that the feasibility study/brief should be of maximum 4 pages.

Could you please confirm if the above-mentioned estimate could be included as an annex to the brief, without being considered as part of the 4 pages limit?

Cedefop's answer to question No 7

The overall estimate or project budget should be included in the 4 pages brief.