

QUESTIONS RECEIVED UNTIL 25 September 2017

Subject: Open call for tender No EPRS/STOA/17/004 for a multiple framework contract in 5 lots for the provision of external expertise in the field of Technology Options Assessment and Scientific Foresight (STOA)
Ref.: INVITATION TO TENDER: EPRS/STOA/17/004

Contract notice reference: 2017/S 135-275956.

Dear Madam, Dear Sir,

Following the publication of the contract Notice 2017/S 135-275956 in the Official Journal of the European Union 2016/S 061 on 6 July 2017, the following questions have been received.

Question 1:

Page 30 of the Tender Specifications- Selection Criterion 5 (SC 5) refers to “junior experts”, “support/administrative staff” and “(Levels IV and V experts, see Price List Form)”. However, the Annex IX pricelist form does not mention these terms nor levels of any kind. Could you please clarify:

- a. How we should indicate support/administrative staff in the current Pricelist Form?
- b. Whether any Levels exist that we should be aware of-and their definitions?
- c. That Junior Researchers will not need 5 years of experience?

Answer:

a.) As pointed out in (a) of the Pricelist Form, the main task of a ‘Junior Researcher’ (or ‘junior expert’) is to analyse the state of the play of a given science or technology topic and to write synthetic reports about the topic analysed. Support/administrative staff in the current Pricelist Form are considered as providing support to the research team as integral part of a wider structure, therefore this category of staff should not appear distinctly in the form.

b) In the framework of this open call, in order to streamline and simplify the process, there is no need for further breakdown of the types of experts needed (junior researcher, senior researcher, project leader) into levels of experts, so please ignore the reference to “Levels IV and V experts”).

c) This is correct.

Question 2:

Page 15 of the Tender Specifications- Section 8.1 Price list with daily rates refers to “Tables 1 to 4 in the Price list form (Annex IV).” However, the Annex IX pricelist form does not have 4 tables. Could you please clarify what is meant and whether there is a different Pricelist form we should submit in our tender?

Answer:

Following this question, on page 15 of the tender Specifications - Section 8.1 we discovered a typing mistake, since there are indeed only two tables to be filled in by the tenderer, the ones provided in Annex

IX - Pricelist Form. The text in question should therefore read as follows: “Please state your prices by filling in Tables 1 to 2 ...”. Please note however, that in case of tendering for more than one lot, as already stated at the top of the Pricelist Form, a separate Pricelist Form should be filled in for each lot.

Question 3:

Page 33 of the Tender Specifications-Section 15.2 The price award criteria states that “The total amount of price points will be the sum of the price points for each service (price points for Briefing Papers + prices points for Research Papers + price points for Studies) divided by 3. However, the Annex IX pricelist form does not indicate a difference between these services. Furthermore, on p.15 Section 8.1 Price list with daily rates it is stated that “the tenderer is encouraged to describe, as part of the methodology, the foreseen combination of staffing and number of working days for each type of service”. Are we to understand that the indicative number of working days for each type of service is to be included only in the methodology and nowhere in the Pricelist form? If this is the case, can you please clarify how the price will be scored?

Answer:

In the framework of this specific open call, there is no need to differentiate among these services in the Pricelist Form. The indicative number of working days for each type of deliverables is to be included only in the methodology and not in the Pricelist Form. Leaving out the unnecessary reference to different services, the text in 15.2 of the tender Specifications should read as follows:

“**Award criterion 10 (AC 10):** The price award score will be calculated using a weighted average of daily rates for the different types of expertise listed in the two tables of the Pricelist Form. The tender with the lowest average will receive the maximum number of 100 price points. All the other tenders will receive a number of price points in relation to the tender offering the lowest average daily rate. The price points will be calculated according to the following formula:

$$\text{Price points} = \frac{\text{Lowest average daily rate} \times 100}{\text{Average daily rate of considered tender}}$$

The total number of points of a tender for a given lot will be calculated by summing the price points and the quality points, using weighting factors of 67% for the quality and 33% for the price:

Total points of the tender for a given lot = (Quality points of the tender for that lot *67%) + (Price points of the tender for that lot *33%)

Practically, tenderers must fill in sections AC1 to AC 10 of the Tender Submission Form (Annex I) by indicating the reference of the annexes that correspond to the documents requested, and include the documents requested in the tender.

For the price award criteria (AC 10), every section of the Price List Form (Annex IX) must be filled in and included in the tender. If all sections of the Price List Form have not been filled in, the tender cannot be evaluated and will be excluded.”

Question 4:

Page 5 of the Conditions for Submitting a Tender- Section II- Technical part mentions a “Section 2, entitled ‘Samples- Catalogues’”. Could you please define what is meant by ‘samples, catalogues and other similar documents’ (since publications and other technical and professional capacity criteria will be produced in the preceding section)?

Answer:

Samples, catalogues and other similar documents may be understood in a broader sense, i.e. additional documentation which the tenderer considers appropriate to produce in support of the application for this open call.

Question:

Question 5

Annex I – Submission Form, Award Criteria 5.2. refers to Annex I (point 6.1):

“5.2. [...] Tenderers must provide a description of their understanding of the requested services [...] in order to achieve the objectives and requirements set out in Annex I (point 6.1).”

Is it a typo or where can we find Annex I, point 6.1.?

Answer:

This is indeed a typing error. On page 4 of Annex I – Tender Submission Form, 5. Award criteria and their weighting, 5.2, there is an erroneous reference to “Annex I (point 6.1)”, whereas it should have been to Section 12.5 of the tender Specifications, where 'Methodology' requirements are described in detail.