

ADDITIONAL INFORMATION IN RELATION TO THE CALL FOR TENDER 2016/S 187-336516
 "ESPON 2020 DATABASE PORTAL"

The present document, version 31 October 2016, includes the following additional information from the Contracting Authority for requests received on:

Info Request #	Reception date of information requests:	Subject of information requests:
# 1	14/10/2016	Work packages upon request
# 2	14/10/2016	Identification of key indicators in work package 7
# 3	14/10/2016	Volume of deliveries for work package 9
# 4	20/10/2016	Upload of data in work package 5
# 5	26/10/2016	Annex A (ESPD) for subcontractors
# 6	27/10/2016	VAT number of ESPON
# 7	27/10/2016	Signature of documents with a digital certificate

Questions and answers are detailed in sections below.

NB: the present information has been sent by email to all applicants having requested the Terms of Reference of the Call for Tender until the date of this document.

Additional information about each call for tenders are automatically sent to those economic operators having requested the Terms of Reference by e-mail or downloaded them from the *Portail des Marchés Publics* of Luxembourg. Updated versions can also be found on the ESPON website under each relevant project: http://www.espon.eu/main/Menu_Calls/

Please find here below requests of information from tenderers by email (tenders@espon.eu) and the complementary information provided by the Contracting Authority:

Information Request # 1 of 14/10/2016

1. Work packages upon request

“The terms of reference of the “ESPON 2020 Database Portal” specify that work packages 7 (“Integrate data and metadata from ESPON 2020 activities in the ESPON Database Portal”) and 9 (“Provide Support”) should be implemented “upon request”. How should this mention be interpreted for each of the WPs?”

- **For work packages 7 and 9, the contracting authority will issue a ‘request for services’ containing the detailed list of services that have to be implemented by the service provider**

within the indicated period of time. An indication of the hours required per work package can be found in the template for financial offer and scenario (Annex B).

Information Request # 2 of 14/10/2016

2. Identification of key indicators in work package 7

“Regarding work package 7, would it be possible for the ESPON EGTC to clarify its criteria for the identification of “key indicators”, ideally with an estimate of the total number of indicators to be collected, quality-checked and integrated?”

- **Ideally, this number should not exceed 10 indicators per activity as an average. The general guidelines are described in the report “How to deliver my data?” available at the ESPON 2013 Database Portal under “Resources”. In general terms, we prefer to include into the database a single indicator with a real added value, rather than hundreds of indicators which may never be queried by users of the database. Also, we want to limit the discrepancy between projects, which deliver hundreds indicators. Therefore, for example, if a dataset coming from a project is also collected by the service provider under work package 5 and 6, there is no need to collect, quality-check and integrate these types of duplicating datasets.**

Information Request # 3 of 14/10/2016

3. Volume of deliveries for work package 9

“The description of work package 9 (p. 17 of the terms of reference) can be interpreted as a framework contract for the provision of a range of services. The volume, required expertise and constrains regarding deadlines remain undetermined. Providing a financial offer for this part of the “ESPON 2020 Database Portal” would therefore be pure guesswork. For this part of the tender, would it be acceptable to provide a description of the available experts and their respective daily rates? This would imply that the implementation of WP9 would not be included in the total cost. The consortium would commit to mobilise its experts at specified rates to provide services requested by the ESPON EGTC. Otherwise, could the ESPON EGTC provide an estimate of the total volume of foreseen deliveries on the basis of which a total cost could be estimated?”

- **The financial offer for all work packages has to be done on the basis of the template for financial offer and scenario (Annex B) attached to the Terms of Reference. The template for financial offer and scenario also gives an indication for the hours required for work package 9.**

Information Request # 4 of 20/10/2016

4. Upload of data in work package 5

“According to the Terms of Reference, under work package 5, data from the 2013 database should be selected and uploaded into the new 2020 Portal. We assume that selected data should be uploaded as

they are, e.g. reported by NUTS2010, and no transformation to the current NUTS2013 is expected. Otherwise it would represent a lot of work. Is that assumption correct?"

- **Yes, the data should be uploaded as is. No transformations to the NUTS2013 version are expected.**

Information Request # 5 of 26/10/2016

4. Annex A (ESPD) for subcontractors

"We are preparing a proposal for this call of tender. We intend to subcontract two more entities to complete our technical capacities. In the terms of references it says: "In case of a submission of a tender with subcontracting, the contracting authority requires the lead tenderer to indicate the subcontractors and their share of the contract in Part IV(C)(10) of the ESPD (Annex A), Such subcontractors will also have to provide a duly completed ESPD (Annex A) with all information required in these Terms of Reference. The missing ESPD (Annex A) may lead to the exclusion and/or to the non-selection of the service provider." (page 25) In ESPD it says (page 3, Part II c)) "Insofar as it is relevant for the specific capacity or capacities on which the economic operator relies, please include the information under Parts IV and V for each of the entities concerned." We understand, these subcontractors should fill the information required on ESPD (Annex A) in parts I, II and III. Our doubt is related to the part IV. Should we include the projects of subcontractors in the ESPD (Annex A) submitted by the consortium leader or must the subcontractor complete part IV in their own ESPD?"

- **If an economic operator relies on the capacities of other entities (including subcontractors) in order to meet the selection criteria, this should be stated in Part II C of the ESPD (Annex A). In this case, such subcontractors should provide a duly completed ESPD (Annex A), i.e. Parts I, II, III, IV and VI.**

Information Request # 6 of 27/10/2016

4. VAT number of ESPON

"Could you provide ESPON's intra-Community VAT number?"

- **The VAT number of the ESPON EGTC is LU27883700.**

Information Request # 7 of 27/10/2016

4. Signature of documents with a digital certificate

"Is it possible to sign documents with a digital certificate?"

- **No. All documents where signatures are required have to be signed in person.**