



ADDITIONAL INFORMATION IN RELATION TO THE CALL FOR TENDER
“ESPON EXTERNAL EXPERTISE SUPPORT”

The present document, version 25 May 2012, includes the following additional information from the Contracting Authority for requests received on:

Info Request #	Reception date of information requests:
# 1	07/05/2010
# 2	24/05/2012
# 3	25/05/2012

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.

Information Request # 3

Please find here below a request of information from a tenderer received on 25/05/2012 by email (tenders@espon.eu) and the complementary information provided by the Contracting Authority:

Question 1:

“The Terms of Reference state that the financial offer needs to be inclusive all associated costs (travel etc.). However, in annex D you ask only for the day rates, and there is not column where to put associated costs. How do you want to the associated costs to be presented in the financial offer?”

Additional information from the Contracting Authority:

As states in the Terms of Reference, the prices must include all the costs associated with purchasing and producing the deliverables as well as the travel and accommodation costs of the kick-off meeting of the contract, of any other meeting envisaged. The unit price (price per day) presented in the Annex D must then be full-cost based, i.e. they must include all associated costs. There is no need to present these associated costs separately in the financial offer.

Question 2:

“Do we understand it correctly, that the scenario presented in annex E is only for evaluation purposes, i.e. calculating the scenario based on the financial offer, the total sum may well exceed the maximum amount of EUR 295,000 you have available for the contract?”

Additional information from the Contracting Authority:

The contracting Authority confirms that the scenario presented in annex E is for evaluation purposes. The sole objective of the evaluation scenario is to provide a fair, non-discriminatory basis for calculating the value of the tender.



Information Request # 2

Please find here below a request of information from a tenderer received on 24/05/2012 by email (tenders@espon.eu) and the complementary information provided by the Contracting Authority:

Question 1:

“In case our consortium will use a subcontractor, who is at our disposal in terms of an external quality management, is it sufficient to add a letter of intent and a description of the relevant professional experience?”

Additional information from the Contracting Authority:

Referring to section 2.5.2 of the TOR, if a joint tender is submitted or if subcontractors are proposed, the declaration relating to the exclusion criteria and the documents concerning the selection criteria referred to in points 2.8.1 and 2.8.2, must be provided by each of them. Lack of documents may lead to the exclusion and/or to the non selection of the service provider.

Then, the letter of intent and a description of the relevant professional experience are requested but are not sufficient. The table below presents an overview of the documents that must be included (marked by ■) depending on the role of each economic operator in the tender:

Description	Single tenderer	Lead partner in a joint bid	All the other partners in a joint bid	Subcontractors
PART A – ADMINISTRATIVE PART				
Annex A – Letter of Commitment	■	■		
Annex B - Declaration Concerning the Exclusion Criteria	■	■	■	■
Annex C - General Information, Legal Entity and Financial Information sheet	■	■	■	■
Related supporting documents to Annex C (see section 2.8.2)	■	■	■	■
Technical capacity information	■	■	■	■
Letters of intent			■	■



PART B – TECHNICAL PROPOSAL				
Technical proposal	■	■		
PART C – FINANCIAL OFFER				
Annex D – Financial Offer	■	■		

Information Request # 1

Please find here below a request of information from a tenderer received on 07/05/2012 by email (tenders@espon.eu) and the complementary information provided by the Contracting Authority:

Question 1:

“Should we understand that all deliverables (reports, maps, presentations etc.) will be delivered in the English language only?”

Additional information from the Contracting Authority: yes, all deliverables will be delivered in English.

Question 2:

“Please can you clarify the quality of the source materials on which the deliverables will be based:

- Will all source documentation be in English? If not, can you estimate the number of other languages which should be relied upon, and what percentage of non-English documentation will be involved?
- Will the source documentation be in the form of finalized documents or will it involve raw data (i.e. field notes, completed surveys, etc.). If so, can you give an estimation of the split?
- Will the source documentation be available in electronic format, or will data input/data conversion be required? If so, can you give an estimation of the split?”

Additional information from the Contracting Authority:

- All source documentation will be in English;
- The majority of the source documents will be draft and/or finalized text documents and reports of ESPON projects No major deliveries of raw data is foreseen. However, the service provider should be capable of data handling and map production, and can be requested to do so occasionally if considered necessary.
- The source documentation will be in electronic format primarily. No major data input/conversion is foreseen. However, the service provider should be capable of data handling and map production, and can be requested to do so occasionally if considered necessary.

Question 3:

“Can we accept the deliverables as given in section 1.4.1 (1.4.1 *Types of publications and indicative timing of publishing*), in conjunction with the list given within Annex E (ANNEX E: *Scenario for the calculation of a total value of the tender*) as the existing best estimate of the workload required under the contract? If not, can you give an approximate variable range in terms of plus or minus? (i.e. Should



the quantum of work given in Annex E be viewed as accurate to within +/- 10% of the contract volume?)”

Additional information from the Contracting Authority:

The estimation is based on experiences from previous publications and the necessary work tasks involved. Accordingly it is considered to be an appropriate estimate of the expected workload required. In addition, the scenario does not mean that the contracting authority is bound to request all the number of orders specified.

Question 4:

“With regards to publication types 12 to 14 in section 1.4.1, can you give more specific information when they will have to be delivered? What will be their indicative timing of delivery?”

Additional information from the Contracting Authority:

These types of publications will to a large extent be depending on the policy developments and the requests for services will therefore be hard to foresee in advance. For all these types of publications the indicative timing is estimated to be two weeks from the request of service.

Question 5:

“Is there a mapping between the publication types described in section 1.4.1 and the tasks listed with their timing in section 1.5 of the Terms of Reference?”

Additional information from the Contracting Authority:

Although there is no explicit correlation, the tasks described have been outlined by taking the requirements of the different types of publications into account and should be possible to discern from the explanations.