



30 September 2010

Clarification No 6 for open call for tenders:

Framework contract(s) for the provision of communication services to the European Environment Agency (EEA) – (10 lots)

Reference number: EEA/COM/10/001

Question 1:

Reference: Tender specifications, sections 9.1 and 9.2; question and answer No 13 in clarification No 2 of 16.9.2010

A question was received as to the evaluation of the exclusion and selection criteria (sections 9.1 and 9.2 of the tender specifications) in the event of an offer submitted by a consortium or a group of service providers.

Answer 1:

Where section 4.2 of the tender specifications specifies that each member of the consortium or group of service providers must fulfil the conditions for participation mentioned in sections 9.1 and 9.2 and provide the required supporting documents, it refers primarily to the exclusion criteria (section 9.1) and the selection criteria for legal capacity (section 9.2.1) which will be assessed in relation to each member of the consortium or group of service providers individually; whereas the selection criteria for economic and financial capacity (section 9.2.2) and those for the technical and professional capacity (section 9.2.3) will be assessed in relation to the combined capacities of all members of the consortium or group of service providers, as a whole, given the fact that no minimum capacity levels are specified in the tender specifications. In this respect, please refer to the last paragraph of section 9.2.2 where it is stated that an economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In the case of a consortium, this provision has to be understood as the possibility for a consortium to rely on the capacities of its members or of other entities.

Question 2:

A question was received as to the use of references and the assessment of previous experience in relation to the award criteria (section 9.3 of the tender specifications)

Answer 2:

The selection criteria seek to ensure that only economic operators who fulfill a set of minimum criteria in terms of having past relevant experience in the work area in question and possessing a level of technical and professional capacity as well as economic and financial capacity are let through to the detailed evaluation under the award criteria which aims at assessing the quality of the tender. Hence tenderers are requested under the selection criteria to give evidence of their technical and

professional capacity through the provision of a list of the services they provided in the past, whereas under the award criteria tenderers are requested to demonstrate that their tender offer the best value for money taking into account criteria justified by the subject of the contract such as the technical merits and the price quoted. For that purpose, tenderers are requested to give a short presentation of previous representative reference projects in order to demonstrate how they can capitalize on this past experience to develop effectively the object of the contract. The aim of these award criteria is to determine the quality and technical value of the tender by assessing points such as the method, the approach, the planning, the creativity demonstrated, the organization of work and composition of the proposed team, including degree of direct involvement of senior staff, for the purpose of providing the requested services. Hence tenderers are requested to elaborate on all these points by making reference to earlier projects they have undertaken. Simply put; whereas the selection criteria referring to past experience is more quantitative in nature – the tenderer need to document a certain body of work in the area in question - the awarding criteria relating to select experience emphasises and goes into considerably more detail analyzing qualitative aspects of this experience. In this context, a proven track record shall demonstrate how the tenderer has performed within his filed of expertise and delivered to the client's satisfaction results of good standing. The tenders will thus be assessed according to how closely the project references relates to the subject matters of the contract and to the needs of the EEA, for instance in terms of adequacy of resources and format of the work and services delivered. Hence the representative reference projects provide means for measuring the comparative advantages and disadvantages of each tender.

Question 3:

Reference: Tender specification sections 6 and 9.3.5 and Annex 3 to the tender specifications

A question was received as to the inclusion or exclusion of travel costs in the prices to be quoted under lot 5 concerning creative film production.

Answer 3:

Section 9.3.5.B of the tender specifications (page 16) concerning the award criteria on price for lot 5 – Creative film production shall be replaced by the following (modifications are highlighted in blue):

9.3.5. Creative film production – Lot 5 (TM/P 58/40)

B. Price (P) (max. 40 points)

Tenderers are requested to submit a financial offer giving (1) the daily price per film team, including all costs for equipment (light, camera, sound, etc ...) and travel costs, (2) the daily price for editing services, including costs for equipment and travel costs and (3) the daily price for development and editing of written stories, the total average of which will be taken into account for the price evaluation in function of the following formula: $P = ((3 \times P_1) + (2 \times P_2) + P_3) / 3$), where:

P_1 = daily price per film team on location including equipment;

P_2 = daily price for editing services including equipment; and

P_3 = daily price for development and editing of written stories.

For that purpose, tenderers shall complete the price quotation attached as annex 3 to these tender specifications.

Tenders will score points in function of the following formula: $P = (P_{min}/P) \times 40$, where:

P_{min} = the price of the lowest tender received

P = the price of the tender being considered

The contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price ($\Sigma TM + P$). Should tenders obtain the same final score and tie for first place, the winning tender will be decided on the basis of the highest score achieved for price.

In Annex 3 to the tender specifications – Price quotation, the table for lot 5 on creative film production shall be replaced by the following (modification highlighted in blue):

	LOT₅	Creative film production	
Price (EUR)	P_1	Price per day per film team on location including eventual rental equipment and travel costs	
	P_2	Per day for editing services including equipment and travel costs	
	P_3	Per day for development and editing of the written stories	
	Total (average)	$P_{AVG} = ((3 \times P_1) + (2 \times P_2) + P_3) / 3$	EUR

For convenience sake a consolidated version of the tender specifications and of annex 3 thereto including the above modifications are available on <http://www.eea.europa.eu/about-us/tenders/eea-com-10-001-2013>.

Question 4:

Reference: Tender specifications sections 6 and 9.3.5 and Annex 3 to the tender specifications

1. The financial offer does not seem to include price for development of documentary stories/manuscript writing; is this correct?
2. Could you please specify what administrative costs are/shall be included?

Answer 4:

1. *Price for development of documentary stories/manuscript writing shall be quoted under P₃, i.e. daily price for development and editing of written stories.*
2. *Administrative costs refers to indirect costs which may include in particular the costs of administration and financial management, telecommunications and postal charges, office supplies and consumables, administrative personnel costs, etc ...*

Question 5:

1. We have a hard time separating technical capacity from technical offer. Is it correctly understood that we should just include a list of equipment (film camera, lights and editing facilities) which we want to use for the production tasks?
2. The CVs description of the production crew, should this be included in the technical offer or the technical capacity (sub-section)?

Answer 5:

1. *Please refer to question and answer No 1 in Clarification No 5 <http://www.eea.europa.eu/about-us/tenders/eea-com-10-001-2013/clarification-no-5.pdf>.*
2. *The CVs shall be included in the administrative section providing information as to technical and professional capacity of the tenderer. If the tenderer place an offer for more than one lot, he may choose presenting the evidence related to his technical and professional capacity in one or more sub-sections for each lot for which he wants to submit an offer (for instance make a reference in the technical offer to the relevant paragraphs in the administrative section).*