



3 February 2015

Clarification No 3

Reference: Open call for tenders No EEA/ADS/14/006

Title: *Framework contract for the setting-up of the EEA Competence based management system – 3 lots*

Question 1

With regards to the prices on Lot 1 and Lot 2 'Online tools and services' (P2 and P5) you ask for our price during the 1st year; however, if we present a hosted solution with an annual cost, how do we then present our price for following up to 36 months (assuming that you intend to keep the system)?

Will the total costs of the online tools and services during 48 months be included in the maximum of EUR 180,000 or are the costs of this covered by other means after the 1st year?

Answer 1

For both lots 1 and 2, tenderers are requested to submit a financial offer giving the all-inclusive price in euro for the Online tools and services according to the following two categories: a) Online tools and services for the first year; and b) Online tools and services for the second, third and fourth year of the contract. Tenderers shall note that as stated in section 7 of the tender specifications, the subsequent system maintenance costs are considered marginal and in volume of no more than EUR 5000 (lot 1) and EUR 3000 (lot 2) per year.

In consideration of the above, sections 7 and 9.3.2 of the tender specifications shall be replaced by the following (modifications are highlighted in blue).

7. Type and volume of contract

Lot	Estimated budget	Comments
1	EUR 95.000	<i>Subsequent system maintenance costs (years 2 to 4 of the contract) to be considered marginal, of no more than 5.000€ per year.</i>
2	EUR 35.000	<i>Subsequent system maintenance costs (years 2 to 4 of the contract) to be considered marginal, of no more than 3.000€ per year.</i>

3	EUR 50.000	To be spent on an ad-hoc basis, following the adequate implementation of lots 1 and 2, and in volumes of no more than EUR 20.000 per year
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9.3.2 Price (P) (max. 30 points)

Lot	Price	Services	Unit	Weighing factor	Price (EUR)
Lot 1	P ₁	Setting-up of the EEA Competency Framework as such (incl. preparatory workshops, usage of existing libraries of functional job profiles and competencies, customisation, application and validation).	Total Price	25%	
	P _{2a}	Online tools and services (incl. site set-up, support on integration with EEA applications, data loading, training, support and maintenance during 1 st year).	Total Price	10%	
	P _{2b}	Online tools and services – system maintenance and assistance over years 2, 3 and 4 of contract.	Per Year	5%	
Lot 2	P ₃	Setting-up of the 360° Assessment scheme as such (incl. preparatory workshops, articulation with the EEA leadership competencies, customisation, application and validation).	Total Price	25%	
	P ₄	Delivery on individual 360° Assessment reports (price per report).	Per report	5%	
	P _{5a}	Online tools and services (incl. online set-up, support on integration with EEA applications, data loading, training, support and maintenance during 1 st year).	Total Price	10%	
	P _{5b}	Online tools and services – system maintenance and assistance over years 2, 3 and 4 of contract.	Per Year	5%	
Lot 3	P ₆	Ancillary ad-hoc consulting/training services at the EEA (inclusive of travelling and accommodation if needed)	Daily rate	15%	

For each category above, tenders meeting all mandatory requirements including the minima for technical merit will score points in function of the following formula $P_s = (P_{s_{min}} / P_{s_0}) \times 30 \times \text{weight percentage}$, where

P_s = score for price of service,

$P_{S_{min}}$ = the lowest price offered amongst the tenders received,

P_{S_0} = the price of the tender being considered

The Price score for the provision of the services (P) is the sum of the 8 (eight) P_s .

For convenience sake a consolidated version of the tender specifications and of annex 5 thereto including the above modifications are available on <http://www.eea.europa.eu/about-us/tenders/framework-contract-for-the-setting>