



European Centre for the
Development of Vocational Training
Procurement Service

REQUEST FOR CLARIFICATION (4) – QUESTIONS AND ANSWERS

Question Nr. 1

To our understanding, since the Tender refers to a framework contract and tasks will be carried out through a standard request handling process, the Tenderer does not need to present a detailed work plan. Is our assumption correct or the Tenderer should include a project plan and a work breakdown structure in his offer?

Cedefop's clarification to Question Nr. 1

Please see question 4 of questionnaire 2 and §2.4 of the call for tenders.

Question Nr. 2

Could you please specify whether other Tenderers have requested clarifications about the Tender or not? If yes, could you please provide us with all these questions, in order to achieve equal treatment among all Tenderers?

Cedefop's clarification to Question Nr. 2

See point 7 in the introduction of the text. It is standard procedure that all clarifications requested and answers given are published in our Website. Nevertheless we inform you that all 20 Questions submitted stem from a unique company.

Question Nr.3

Financial Offer

Question:

- a) *Could you please confirm that 'W' should be multiplied by 30, i.e. the number of person-days necessary for the migration are fixed and not subject to any change?*
- b) *Are these 30 person-days based on real estimations, or have these been conducted only for the purpose of the specific financial scenario?*
- c) *In the financial offer, it is requested for Tenderers to take into account a 3 year utilisation scenario. Could you please explain the relevancy of the output of this scenario as regards the overall proposed estimated budget for the 4 years of the contract (i.e. between 140,000 EUR and 200,000 EUR)?*
- d) *Could a Tenderer's financial offer (i.e. scenario) exceed 200,000 EUR?*

- e) *Is the proposed scenario a real case? In other words, and in case of contract award, will the Contractor be requested to carry out this scenario? If so, could you please specify if this will be the only type of specific agreement carried out or whether additional specific agreements of any other type may run in parallel?*

Cedefop's clarification to Question Nr. 3

- a) We consider that the text is clear. The amount of 30 person-days does not represent what you mention. Please refer to the text (§2.1 (2) and in table 2 of 5.4). It is an estimation of the person days for services possibly needed during the three years period of the evaluation scenario. This estimation is based on an analysis of our needs. It will be used for evaluation of the proposals and is not binding on Cedefop.
- b) See a) above.
- c) The call for tenders is clear. As laid out in §1.7 the contract has a duration of two years and is renewable two times for a duration of one year. We have chosen to use an evaluation scenario for a three years period. The estimated budget covers the maximum four years period. A more accurate budget estimation could not be given, for reasons clearly detailed under §1.5.
- d) The call for tenders is again clear. As the maximum amount of the allocated budget for the four year period is 200.000,00 € it is obvious that this amount cannot be exceeded by a scenario covering three years.
- e) The call for tenders is clear. There will be a main specific agreement covering the usage, licensing, hosting, maintenance of the platform and a limited amount of orders for specific services as laid out in the text (see §2.1 [point 2]) whenever required.

Question Nr.4

- a) *Could you please indicate if the requests will be fixed-price, time & means or quoted time & means requests? If possible please provide us with a percentage per type.*
- b) *Could you please specify if the contract will be implemented on an intra-muros or extra-muros basis? Please provide us with the relevant percentages of work per type.*

Cedefop's clarification to Question Nr. 4

- a) The information given in the call for tenders is sufficient. The usage, licensing, hosting, maintenance of the platform (§2.1 point 1) will be paid based on the price given in item 1 of questionnaire 3 (financial offer) and the associated licensing scheme analysis. The limited amount of services (§2.1 point 2) will be paid on a quoted time. Value is based on the price given in item 2 of questionnaire 3 and a required implementation time agreed each time for the particular task. This is necessary as it is not possible to follow up the development activities which most probably will be executed in the premises of the contractor.
- b) Please see §1.2. Tasks that could need presence in Cedefop's premises are expected to be very limited. The exact percentages depend highly on the offered platform and its particular requirements, so you can make your own estimations.