

BEREC Office ref MC (16) 54

Questions and Answers / Part IV

regarding the Open tender procedure BEREC – OT - 01

TRAINING ON THE REGULATORY FRAMEWORK FOR ELECTRONIC COMMUNICATIONS NETWORKS AND SERVICES AND OTHER TOPICS RELATED TO BEREC ACTIVITIES

Contract notice 2016/S 063-107757

Question 1:

As the call for tenders states that the deadline for submission of offers is on 09/05/2016 and that tenders submitted by post or courier will be evidenced by the date of despatch or postmark, does it mean that tenders may be received after 09/05/2016 provided that they have been despatched by 09/05/2015?

If the deadline 09/05/2016 refers to a deadline time of 16:00hrs for submissions delivered in person, does this deadline also apply to courier deliveries (these are often end of business day).

Answer 1:

The tenders may be received after 09/05/2016 at the BEREC Office provided that an offer was dispatched by the tenderer by indicated deadline, i.e. 09/05/2016. It relates both to the postal and courier deliveries.

Delivery of the offer no later than 16.00 h, Riga time, on 09/05/2016 relates to the delivery in person, by hand. In this case, the tenderer must obtain a proof of receipt, signed and dated by the official in the BEREC Office who took delivery.

Question 2:

The procurement documentation states that the total value of the Framework Contract (FWC) over 4 years shall not exceed €240,000 and annual contractor expenses shall not exceed €60,000.

Are contractor's expenses form part of the total €240,000 or should this be read that the maximum €240,000 budget is to be capped at €60,000 per year? i.e. the FWC's value has the same meaning as the contractor's expenses?

Answer 2:

The maximum available budget of the FWC shall be EUR 240 000 over 4 years. Annual available budget for the framework contract shall be no more than EUR 60 000.

The FWC shall be concluded for an initial period of 1 year. It may be renewed up to three times.

The offer shall include a price list of all services offered including travel and subsistence expenses to the training venue or any fee of trainers, all the teaching material including

material used and circulated during the residential trainings and material prepared and used for e-learning purposes, and the global fee for the contractor. The total fixed price shall include all expenditures of the contractor for the provision of the services under this contract. Tenders with a higher total price shall be rejected (section 2.5 of the Technical Specifications).

Question 3:

The procurement documentation states that there will be an additional fee for 10 additional attendees to the maximum 40 permitted participants. Does the total value of those additional fees come within the €240,000 total value or are they paid to the contractor in addition?

Answer 3:

The total number of participants should not exceed 40 members per training block. Therefore the total fixed price shall include the following two elements: fixed price for 30 participants and additional fee for each additional participant up to 40 participants.

As the total available annual budget shall not exceed EUR 60 000, all the fees shall be paid to the contractor within the available budget and according to the financial offer presented by the tenderer.

Question 4:

As the procurement documentation states that lecturers must have a specific degree (law, economics or engineering), does this mean that consultants with degrees in other fields such as finance, chemistry, history etc. with more than 20 years of experience in telecommunications sector could not be considered eligible in accordance with requirements?

Answer 4:

According to the Tender Specifications, tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender. The selection criteria will be used to select the tenderers. In case the requirements indicated as “selection criteria” are not met, the offer will be rejected.

The lecturers must meet the following standards:

- (1) Degree in economics, legal and/or engineering, or the latter related to electronic communication or in a field corresponding to the nature of the training, and
- 2) Professional experience of minimum 5 years in at least one of the above-mentioned fields and/or teaching experience of minimum 3 years.

Question 5:

The procurement documentation states that annual training shall cover all “A topics” and at least one “B topics” yet each block is limited to 13hrs or so.

As there is a lot of “A topics” material, does it suggest that only one block of B topics is likely to be covered which leaves a lot of potentially uncovered topics?

Answer 5:

The tenderer has to cover all “A topics” and at least one of the “B topics” each year. The content of the training as well as the training schedule are assessment criteria. Therefore we are not in the position to give a detailed answer to this question.

Question 6:

Is the value of the FWC intended to cover participant travel and expenses or just attendance fees?

Answer 6:

Participants’ travel expenses shall be covered by the participants’ employers. Travel expenses of the trainers shall be covered by the tenderer.

signed
Laszlo IGNECZI
Authorising Officer

Riga, 2 May 2016