

CLARIFICATION no. 2

Procurement procedure CEPOL/PR/OP/2018/004 - Services to Support CEPOL Project Activities in Jordan, Lebanon, Tunisia

Answers to questions sent by interested economic operators.

No.	Question	Answer
1.	The open invitation to tender is divided in three lots, which means we should submit 3 different Offers in separate couriers -should we be interested in all three of them-; is that correct?	<p>Tenderers may submit offers for one or all lots. Tenderers wishing to apply for more than one lot must submit a separate tender for each lot. Therefore, in case an economic operator decides to participate as tenderer in more than one lot, he should submit a different offer for each lot, in separate couriers.</p> <p>The number and title of the lot for which the tenderer submits the offer shall be clearly indicated on the outer and inner envelopes.</p> <p>Further information on how to package the tender is presented in Section C of the Tender Specifications.</p>
2.	The maximum volume of the contracts is estimated at 480.000 euros (excl. VAT), which is divided in 3; the Lot1: 180.000, Lot2: 180.000, and Lot3: 120.000 euros. Are the Reimbursable Costs related to the services to be provided included in each of these three maximum budgets, or do each of them only concern the maximum fixed Fees of the Tenderer, for the 26 months' duration of the contract?	<p>According to Section B.2.5 of the Tender Specifications, the maximum volume of the contract includes all payments made to the contractor over the maximum possible duration of the contract.</p> <p>According to Section B.2.3 of the Tender Specifications, the payments made to the contractor shall include:</p> <ul style="list-style-type: none"> - fixed fees of the contractor depending on the type of service provided (indexed with the applicable coefficient) - paid costs <p>Thus, the maximum budgets quoted for each Lot (180,000 EUR for Lot 1; 180,000 EUR for Lot 2; 120,000 EUR for Lot 3) include both the fixed fees of the contractor and the paid costs.</p>
3.	In the phrase: "As additional information, currently CEPOL is planning to organise at least 4 or 6 events per year inviting 20-50 participants per event in each of the following countries: Jordan, Lebanon Tunisia. Smaller meetings of 1-5 people may occur more frequently between those events.", could you please precise the words "more frequently"? How many per quarter, for instance?	<p>The number of meetings with 1-5 participants will be determined and planned according to the overall evolution of the project activities. Based on previous experience of the Contracting Authority, a number of 6-8 small meetings per year in each country (i.e. Jordan, Lebanon, Tunisia) is expected (please note the presented estimation is for information purposes only and is not binding to the Contracting Authority).</p>

No.	Question	Answer
4.	<p>In order to guarantee an optimal service to the participants, some services would normally require the presence of a “project coordinator” in the location where the event will happen (for instance, to distribute the badges and printed documents, supervise the technicians or coordinate the transportation, etc.). Therefore, will these costs and expenses (transport, perdiems and fees per day) for such “project coordinator” be included in the “fixed fees” of the tenderer, or considered as an “actual cost”? (hence reimbursed at the final payment stage after the delivery of the services)</p>	<p>It is the responsibility of the Contracting Authority to ensure the presence of a Project Staff Member (from CEPOL Project team) at the venue of the events, who will oversee the administrative organization of the meeting – i.e. distribute badges and print-outs, collect signatures of participants on the attendance sheet, etc.</p> <p>In case an economic operator wishes to provide additional services, other than the ones requested by the Contracting Authority through the Tender Specification, this should be clearly described in the Technical Proposal Form.</p> <p>Please note that all additional services, which are not part of the list of requested services according to the Tender Specifications, shall not be included in the requests for services sent by the Contracting Authority and, therefore, shall not be reported distinctly in the Financial Report or in the invoice.</p>

3 September 2018