



Barcelona, 3 June 2020

ANSWERS TO QUESTIONS

Simplified procedure: Study on the Internationalisation of Higher Education in the Euro-Med - 15 - PRO280HER-2020

With reference to the above-mentioned negotiated procedure without publication, please find below the answers to the questions posed by the interested companies:

REQUEST FOR CLARIFICATIONS Nr. 1 (dated Tue 26/05/2020 16:47)

Question 1: Candidature and invited tenderers alliances prohibited

We would like to be sure to have understood correctly the rule on consortia.

Reading point 2.6.3. Restricted procedure of Practical Guide for Procurement and Grants for European Union external actions, and points 12 and 14 of the service contact notice, it seems to us that consortia are not allowed unless already formed and included as such in the list of invited tenderers, is that correct?

As a matter of example, in the list of invited tenderers there are organisations A and B, and C, which is an already existing consortium:

- Can A and B form a consortium between them? (We guess the answer is no)
- Can A form a consortium with D, which is an organisation which has not been invited to the tender? (We guess the answer is no)
- A and B cannot form consortia at all and must reply to the call for tender alone (We think this is the case)
- The only consortium allowed is C, which was already formed and included in the list of tenderers (We think this is the case, even if in the list of tenderers for this call there are no consortia, so this is not relevant)

Answer: Invited service providers or consortia are not allowed to form alliances with any other firms or to subcontract to each other for the purposes of this contract, in accordance with section 3.e) of the instructions to tenders and point 14 of the contract notice.

We confirm that A and B can not form any alliances for the purposes of this contract.

We confirm that A may form alliances with D (not invited) for the purposes of this contract.

We confirm that A and B may change their identity or composition if the contracting authority has given its prior written approval, in accordance with section 3.d) of the tender instructions.



Question 2: Experts

The tender preview the use of experts for the accomplishment of the service. There are few points which are not 100% clear to us.

If we understood correctly, according to the Practical Guide for Procurement and Grants for European Union external actions, experts are exempted for the nationality rule, so they can be of any nationality, isn't it?

Key experts have to be identified and provide CVs.

Can the same expert X be listed in two different proposals for tenders (submitted respectively by A and B), or should she or he commit exclusively for one tenderer (A for instance)?

Is there any requirement or limitation regarding contracting experts who are not employees of the tenderer (other than the experience requirements listed in point 6 of the terms of reference)? From what we read it doesn't seem so to us, but we want to be sure.

Answer: The assessment of expert's profiles is part of the strategy.

The nationality of experts and other natural persons employed or legally contracted do not have to follow the nationality rules. Therefore, experts recruited or otherwise legally contracted by an eligible contractor/subcontractor, may be of any nationality.

Your understanding is correct, experts have to be identified and their CVs have to be provided as requested in 4.1. (3) of the instructions to tenderers

Exclusivity is not required for experts. Experts are free to be included in more than one offer for the same call for tender.

Proposed experts can be either employees of the tenderer or not. Therefore, it is possible to include CVs of experts other than those of the own staff.

Question 3: Technical capacity: contracts carried out over the past 3 years

Are these only contracts awarded by a public body such as a government or the European Commission through a competitive procedure or any contract (relevant to the topic of this tender) concluded between the tenderer and any legal entity? (e.g. an advisory service on internationalisation supplied by the tenderer A to university Y)

Answer: The experience required under the selection criteria required in section 19.3 of the contract notice can be from public or private sector (or both).



REQUEST FOR CLARIFICATIONS Nr. 2 (dated Mon 01/06/2020 17:46)

Question 4: Entity CHEI is a research center of Università Cattolica del Sacro Cuore (UCSC). We are sending the Application as Università Cattolica (the legal entity to which CHEI belongs) through CHEI. Hence the legal representative and tender requirements (for ex. Section 3A Submission form, Economic and financial capacity) are to be referred to UCSC. Can you please confirm that this is acceptable to you?

Answer: Tenders should be submitted by the same service provider to which the letter of invitation to tender is addressed. In your case, you have been invited as Centre for Higher Education Internationalisation (CHEI). No change whatsoever in the identity or composition of the tenderer is permitted unless a written request has been submitted to the contracting authority and the latter has given its prior approval in writing, in accordance with section 3.d) of the instructions to tenders.

Question 5: Section 4.2 Specific Activities of the ToR "from 2 to 6 short term missions (...) can be included in the offer". In the same document section 5.1 Location: "From 2 to 6 short term missions (...) Last mission: UfM Regional Dialogue meeting (December 2020, Bulgaria, TBC)"- Are we required to carry out a minimum of 2 missions? We understand that the Bulgaria mission is a requirement.

Answer: The tender specifications provides for the organisation from 2 to 6 short term missions to attend relevant events, last mission in Bulgaria to be confirmed as specified in sections 4.2 and 5.1 of the Terms of Reference. Given the uncertainty regarding the possible duration of the Covid-19 pandemic we will consider possible alternatives in line with the contract with the successful tenderer, if the situation so requires. Tenderers must present an estimative plan of the missions. If there is a risk that these missions cannot be delivered on site, this possibility should be reflected and treated in the offer (ex: presenting alternative plans/courses of action).

Question 6: Section 3B of Submission Form Selection Criteria - Professional Capacity/Staff resources" "Please provide the following statistics on staff for the current year" and below: "Staff currently work for the tenderer in fields related to this contract". But in Section 19.2. of the Contract Notice Professional capacity of tenderer (based on item 3.B of the tender form) is specified that "The reference period which will be taken into account will be the last three years preceding the submission deadline". Could you please specify the exact period taken into account as for the professional capacity of the tenderer details?

Answer: Tenderers must indicate the number of staffs are currently working for the tenderer on the time of the submission offer.

Question 7: Check list Section 3: Experts: First question: "only one CV should be provided for each position identified in the Terms of Reference". Which section of the ToR does this point refer to exactly? What does the term "position" refer to exactly?

Second: reading your clarification in Question 2: Expert (Request for clarification doc) where you say that 'Proposed experts can be either employees of the tenderer or not. Therefore, it is possible to



include CVs of experts other than those of the own staff' we understand that in document B Annex IV Experts we should include CVs of all our experts, and in the category "experts" we understand are included also those from our staff (and for this reason listed also at point 3 B of the Submission form). Is this correct?

Third: is there a limit in the number of experts we can use? And do you expect a geographical balance of experts? Fourth: "Annex IV to the draft contract contains the templates that tenders MUST use" (Instructions Section 4.1 (3)). We understand that we should include CVs only in the excel file provided and therefore are unclear what is meant by CVs being max 3 pages long?

Answer: Please see Terms of Reference section 6.1.1 for full details of what is required. The template to be used for these CVs can be found in Annex IV of the tender dossier.

Your understanding is not correct you may include in annex IV CVs of your experts or CVs of external experts.

There is no upper limit to the number of experts and CVs tenderers can provide. It is the responsibility of the Contractor to compose and propose experts team which has an appropriate mix of expertise's and skills required for this engagement. Your assumption is fully correct, CVs have to be submitted in excel file. The detailed CV (2nd sheet) of the proposed experts should include the relevant educational, language skills and Specific experience and should be up to 3 (three) A4 pages.

Question 8: Section 3C of the Submission Form. Technical capacity: "the main projects related to this contract carried out over the past three years". Do Does this refer only tendered projects or other European projects such as cooperation projects (Erasmus etc)? Should these be projects managed by the University or specifically by CHEI?

The objective of the technical capacity criterion is to examine whether or not the tenderer has sufficient expertise and experience to be able to handle the proposed contract, regardless of whether the projects are tendered or cooperative.

The contracts listed in the tender submission form must have been carried out by the legal entity making the application. However, the tenderers may rely on the capacity of other entities for the purpose of meeting the economic and financial and/or the technical and professional capacity requirements (selection criteria) as described in point 19 of the contract notice.



Question 9: First paragraph of the Submission form “Please supply one signed application together with three copies.” This suggests the mailing of an original paper copy of the tender plus 3 copies. But, in all other tenders documents docs such as Instruction to tenderers section 8. Submission of tenders it’s specified “Tenders must be submitted using the double system (...) and in Check list “Tenders must be submitted using the double e-mail system”. Can you please confirm that NO paper copies have to be submitted and only the double e-mail system is required? This would imply that scanned copies of all documents of the tender would be accepted. (See also question 7) If on the contrary and in addition to the e-mails should we send paper copies, is the deadline the same, that is postmark June 22 max h.13?

Answer: The obligation of sending paper originals is suspended. There is NO need to send in the original paper version per post. This exception will only apply for the period for the current circumstances linked to the COVID-19 and the tenderers, upon request, should provide the originals signed declarations as soon as this becomes possible taking into account the evolution of the situation.

Your understanding is correct, tenders must be submitted using the double e-mail system. The UfM Secretariat accepts exchanges of scanned and signed copies in pdf by email, using the double e-mail system.

Question 10: Original signatures. Submission form section 4 “The Declaration may be in original or in copy”. Is this – considering the particular working conditions during the current Covid-19 outbreak – applicable to all the signatures required of the legal person with power of representation of the tenderer?

Answer: The UfM Secretariat accepts exchanges of scanned and signed copies of declarations in pdf by email.

Question 11: Section 4.1 (4) of Instructions to tenderers “If the nature of your entity (...) or cannot provide the documents indicated above (...) please provide a declaration explaining this situation” It could be possible that some documents required (for example the “ Documentary proof or statements required under the law (...) to show that we do not fall into any of the exclusion situations listed in Section 2.6.10.1.1 of the practical guide” – Submission form) are hard to be recovered because of the Covid emergency and reduces offices’ opening hours and smart working guidelines especially in Lombardy the region where CHEI is. Timings to ask and obtain documents for example from tribunals will be longer than usual, so we ask for reassurance that this particular condition will be taken into account. Would a declaration/statement signed by the legal representative of the tenderer be accepted should in any specific case (well documented) it become impossible to produce the documents?

Answer: The declaration on honour is precisely giving the tenderers the opportunity to provide the supporting documents at a later stage, after the submission of the tender. The contracting authority will take into account the external context in order to determine proper deadlines for the documents that will have to be subsequently provided. Please provide a declaration explaining the



situation case the documents Documentary proof or statements required in relation exclusion criteria are not provided.

Question 12: Budget: we understand in Annex V that “The above amount must not be broken down further”, but at section 12.2 of Instructions to tenderers is specified that “the evaluation will be made on the basis of the detailed breakdown of the prices offered in the Financial Offer”. Could you please confirm that we should only present the budget as required in Annex V?

We confirm that the quoted amount must not be broken down further.

Question 13: Is there a suggested page limit for Annex III Organization & Methodology?

There is no page limit.