

Consultancy services for implementation of 'The Southern African Innovation Support Programme, Phase 2, (SAIS 2)'

**Question 1:** I refer to the procurement of Consultancy Services for the implementation of "The Southern African Innovation Support Programme, Phase 2, (SAIS 2)". Among the tender documents and in the following Internet pages there is an annex called "SAIS 2 ESPD.xml". Unfortunately, it is not possible to open this tender document. We kindly would like to ask you to send or upload this document at Internet?

**Answer 1:** Please familiarize yourself with Annex 2. The .xml file is to be downloaded from the tender announcement, and then saved onto one's own computer before uploading it on the website

<http://ec.europa.eu/growth/espd>

Once on the website, please choose "I am an economic operator" and then "Import ESPD". The tenderer should now be able to fill in the ESPD and submit it as part of their bid.

**Question 2:** We kindly would have questions on Annexes 4 A and 4 B: CV-form, evaluated experience for the Programme Director and CV-form, evaluated experience for the Senior Innovation and Enterprise Expert (SIEE) respectively. The instructions of the CV-forms state the following: "Only 5 most relevant references of the expert shall be indicated under each evaluation criteria in the additional experience. If more references are given, only the first 5 references will be considered and the rest will not be considered." Our question is as follows: can the same reference be used several times in the same CV, i.e. can the same reference be used with regard to several criteria, because especially long term/permanent positions may cover many of the required criteria?

**Answer 2:** Yes, the same reference can be used with regard to several criteria.

**Question 3:** One of the criteria for the Programme Director is as follows, as stated in Annex 4 A and in the Invitation to Tender: "Resident-based, full-time working experience in the SADC region, in a field related to science, technology and innovation." Concerning this criteria, please clarify "full-time"? For instance, could full-time short-term assignments be considered valid?

**Answer 3:** "Full-time" meaning either permanent employee on full time basis 5 working days per week or full-time consultancy assignments. The longer one has had that working experience related to science, technology and innovation in the SADC region, the more points one gets.

**Question 4:** Referring to Invitation to Tender paragraph 6: Contents of the tender “The work plan can be presented in A3 sheets, and it is included in the 8 pages. Is the purpose to present work plans for inception and implementation phases in only one A3 and reserve the rest of 7 pages for the technical tender text?

**Answer 4:** The approach can be maximum of 8 pages and it is up to tenderer to decide how many pages of that they want to use for the work plans. Thus work plans for inception and implementation phases can be presented in one A3 sheet and reserve rest 7 A4 sheets for the approach.

**Question 5 :** The Invitation to Tender states that Annex 2A ESPD-form must be completed and included and returned with the Technical tender. We kindly would like to ask whether the ESPD-form should be completed and included also by each expert (Programme Director and Senior Innovation and Enterprise Expert)?

**Answer 5:** We will answer this question latest after the dead line (20.02.2017) of the second round of written questions.

**Question 6:** The CV-forms of the Programme Director and the Senior Innovation and Enterprise Expert must be completed and included in the Technical tender. We wonder whether the CVs of the Junior Expert and Home-Office Coordinator must be completed and included in the Technical tender as well, or just presented in the technical tender text?

**Answer 6:** Only the CV-forms of the Programme Director and the Senior Innovation and Enterprise Expert are required. Please note that experts's experience has to be presented in the form given in annexes 3A, 3B, 4A and 4B. No other CVs should be attached.

**Question 7:** Reference is made to Annex 5: Price tender form. In the row “Pool of short term experts” there is reference to “Local”. We kindly would like to ask what is meant with “Local” in this context or could it be regional (SADC countries) or referring to SAIS II member countries?

**Answer 7:** "Local" meaning SAIS member/partner countries: Botswana, Namibia, South Africa, Tanzania and Zambia.

**Question 8:** We kindly would like to ask what is the realistic start date of the Programme in practice?

**Answer 8:** June 2017.

**Question 9:** We refer to Annexes 4 A and 4 B, there is no marked space for filling in the name of the expert. Could it just be inserted as a title of the table?

**Answer 9:** Yes, please insert it as a title of the table.

**Question 10:** We kindly would like to ask for more questions on CV-forms (Annex 4 A and 4 B). In the form it is requested that the candidate informs on the number of consultancy days per each assignment. In the case of a permanent employment, is it sufficient to inform on the total duration of the employment? Are there any page limits with regard to CVs?

**Answer 10:** **Total duration of the employment is sufficient information. There are no page limits with regard to CVs.**

**Question 11:** We refer to the Programme Document, page 74, on tentative budget: travel costs for evaluation committees are now included both in the “TA operational budget” and in “other operational costs” budget. To avoid duplication would it be possible to include such costs only in the budget “other operational costs”? In that way, the corresponding budget line “TA operational costs” could cover LTA personnel’s regional travelling costs – as there is no separate budget for that yet.

**Answer 11:** **Yes. The reimbursable budget in the PD is a tentative one and can be used as a reference for tenderers reimbursable budget planning.**

**Question 12:** In the Invitation to Tender in Chapter 6. Contents of the Tender it is stated the following “The following tender forms must be completed and included and returned with the Technical tender.” In addition to the mentioned annexes, is it possible to include extra annexes?

**Answer 12:** **No other annexes or information will be regarded.**

**Question 13** We refer to Invitation to Tender and Chapter 6. Contents of the tender. It is stated that “the tender shall consist of two parts, the Technical Tender and the Price Tender, submitted together”. We wonder whether these tenders need to be submitted together? The previous practice has been to submit them in separate envelopes.

**Answer 13:** **The Technical Tender and the Price Tender shall be submitted together.**

**Question 14:** With reference to the European Single Procurement Document (ESPD), please clarify:

- a) In Part II, the document request the identification of the economic operators participating in the procurement and the participating group. Please could you clarify what is the difference between participating economic operators and participating group?
- b) Does a permanent staff of an economic operator involved in the tender has to fill the ESPD form, or is it acceptable if the economic operator fills it?
- c) Does individual subcontractors need to provide information on the yearly turnover and specifications of main services provided?

**Answer 14a, 14b,14c: We will answer these questions latest after the dead line (20.02.2017) of the second round of written questions.**

**Question 15:** There is a request for a commitment statement. Please clarify,

- A) Is the commitment statement requested to be filled by subcontractor.
- B) Is the commitment statement requested to be filled by each proposed long term expert (project director, senior innovation and enterprise officer, junior project officer).

**Answer 15A, 15B: We will answer these questions latest after the dead line (20.02.2017) of the second round of written questions.**

**Question 16:** Please confirm that annexes of the technical tender are the following;

Annex 1: ESPD form

Annex 2: minimum requirements for the service, experts and tender

Annex 3: CV forms (minimum requirements)

Annex 4: CV forms (evaluated experience for tender evaluation)

Annex 5: Tender cover

Annex 6: Commitment

**Answer 16: Yes, these are the annexes of the technical tender but please note that annex 3 and annex 4 includes forms (A and B) concerning both Programme Director and the Senior Innovation and Enterprise Expert.**