

22.02.2017

Questions and answers related to the procurement of Consulting Services for implementation of 'The Southern African Innovation Support Programme, Phase 2, (SAIS 2)' and two corrections to the Programme Document.

Previously unanswered questions (1-3) from the first round of questions:

Question 1: 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 1: The ESPD-form does not have to be completed by each individual expert/member of staff. It is only required of the tenderer's organization.

However all the subcontractors, on whose resources the tenderer relies, i.e. those, whom the tenderer will use in implementation of procurement must complete the ESPD-form.

Question 2: 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 2a: Participating economic operators refers to sub-contractors and participating group to consortium.

Answer 2b: No, permanent staff does not fill in ESPD.

Answer 2c: Information on turnover is not required from sub-contractors. However, in case the tender is prepared by several partners, the partners may together fill the turnover requirement. With regard to the second part of the question, "specifications of main services provided" is requested under chapter C "Technical and Professional Ability". Please see instructions in Annex 2 of the ITT pages 6-7, where it states that "In case of sub-contracting the reference projects shall be from the Lead Company. In case of a consortium the reference projects can be from any of the partners".

Question 3: 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 3 A: Yes.

Answer 3 B: No. But as stated in the instructions the tenderer is requested to provide a written commitment for the availability of the resources of the company, as they are specified in the tender

Questions (4-10) from the second round of questions:

Question 4: According to the ITT ". The font and margins of the approach are as follows: Font: Arial 11 pt; Margins: top and bottom 2,5 / right and left 2.0? May the tables be presented in a smaller font?

Answer 4: Yes, the tables can be presented in a smaller font. However , a minimum of 10 pt. They have to be readable.

Question 5: We kindly request clarification with regard to sub-contractors: is it allowed for the same sub-contractor to be part of multiple tenders, or is it so that a sub-contractor is exclusively bound to one tender?

Answer 5: Participation of a sub-contractor to more than one tender is not forbidden. However, the tenderer may require such exclusivity from a sub-contractor if the tenderer wishes to do so.

Question 6: We kindly request whether the font in the graphs, figures and tables of the approach can be smaller than Arial 11 pt?

Answer 6: Yes, the graphs, figures and tables can be presented in a smaller font. However, a minimum of 10 pt. They have to be readable.

Question 7: We kindly request which font size and type should be used for the CV-forms?

Answer 7: It is up to tenderer to decide which font type to use for the CV-forms. However, the font size should be a minimum of 10 pt.

Question 8: We kindly request which font size and type should be used for the Work Plan?

Answer 8: The font size and type of the Approach is Arial 11 pt. However it is up to tenderer to decide which font type to use for the work plan. However, a font size of the work plan should be a minimum of 10 pt.

Question 9: In the summary of the SAIS 2 Draft Project Document, on pg. 6, it is stated that "The Overall Objective of the Programme is Enhanced regional innovation cooperation and national innovation systems contributing to inclusive business and development". However, we noticed that in Chapter 5.1: Overall Objective of SAIS 2, on pg. 40 it is said that "The overall objective of the SAIS 2 programme is enhanced regional innovation cooperation and national innovation systems contributing to inclusive business development and employment". Then again, in the same chapter on pg. 45 it is stated that "the overall objective of the programme is to enhance regional innovation cooperation and national innovation systems contributing to inclusive business and employment". Can you please advise which are the correct objective and overall objective of the Programme?

Answer 9: The overall objective of the SAIS 2 programme is enhanced regional innovation cooperation and national innovation systems contributing to inclusive business development and employment"

Question 10: We kindly request clarification with regard to the Commitment and ESPD-form. Are these required from the Junior Expert and Home-Office Coordinator?

Answer 10: No. But as stated in the instructions the tenderer is requested to provide a written commitment for the availability of the resources of the company, as they are specified in the tender.

Corrections to the Programme Document, January 5, 2017 (Annex 1)

In the Project Document:

Page 70, under the Chapter 7.1.5 Transferring of Funds:

"Focal Points (FPs): Reimbursement of costs (agreed salaries and other direct work costs) will be done by the NCRST to the FPs on a monthly basis without advance payments. Their expenses will be covered up to a maximum of 50% and the total absolute contribution for the whole duration of the SAIS 2 is a maximum of €100,000 for each FP."

SHOULD BE:

"Focal Points (FPs): Reimbursement of costs (agreed salaries and other direct SAIS work related costs) will be done by the PMO/Consulting Agency to the FPs on a monthly basis without advance payments. Their expenses will be covered up to a maximum of 50% and the total absolute Finnish contribution for the whole duration of the SAIS 2 is a maximum of €100,000 for each FP."

Page 74: Tentative budget:

Under Other Operational Costs the budget line referring to the Focal Points appears twice in the budget. The first line should be deleted. The total amount of the overall budget remains the same Euro 8.7 million + Euro 500 000 counterpart contribution. The Tenderers are requested to propose how the 'released' Euro 500 000 should be used. The preference is for it to be used for the Results areas 1, 2 and 3. If this requires more TA short term expertise, the Tenderer may want to add some months to the Short Term expert budget lines (international and local). This suggestion will be evaluated under approach, criteria "Understanding of the objective of the SAIS 2, feasibility of the proposed approach and assessment of the programme results framework" (0-20 points).