



Vilnius, 19. 07. 2016  
EIGE/VL/pr D/2016/395

**Tender: EIGE/2016/OPER/01**  
**Maintenance and update of EIGE's gender statistics tools and resources**

**Subject: Answers to requests for clarifications regarding the Tender**

From potential tenderers we received questions that might be of general interest. Please find herewith the answers to these questions.

Procurement  
EIGE

## **EIGE/2016/OPER/01 Questions & Answers Nr 4**

### **Question 1:**

May I kindly ask you if we are permitted to submit an offer only for one lot? If yes then should we indicate in the inner or outer envelope for which lot we are applying for? According to the invitation letter, the envelopes should be marked, apart from everything else, with CALL FOR TENDERS EIGE/2016/OPER/01 (i.e. no indication of lot)

In case we want to submit an offer for both lots then shall we submit two different envelopes (containing all five sections each)?

### **Answer 1:**

It is allowed for candidates to submit an offer either for one Lot or for both Lots. In the case of an offer for one Lot, it must be clearly indicated in the outer envelope and wherever it is asked according to the tender specifications respectively. In the case of an offer for both Lots by the same Tenderer, the candidate must submit one Tender with separate the following parts:  
Section Four: Technical offer addressing technical specifications and award  
Section Five: Financial offer.

### **Question 2:**

Section 3.2 Evaluation of tenders informs that financial evaluation will be on the basis of total price (end p.57). Further, section 3.3.1 Award principle gives the formula for assessing the price / quality ratio which is based on a total price for the offer. However, in practice, since this is a Framework contract, the price of the work to be undertaken will be specific to each service order issued by EIGE and therefore dependent of the requirements laid out in these rather than the overall contract. Moreover, the compulsory Financial Offer forms for each lot request only a maximum price for each category of expert (plus meeting costs) without requesting any information about the relative number of days that each will work. Hence it is not possible to determine a "total price" as needed if the financial evaluation is to be undertaken in the way described. We feel, therefore, that there is an inconsistency in the information requested and the evaluation method proposed and would be grateful for clarification.

**Answer 2:**

According to the Tender Specifications (Tender Specifications: 3.2.B. Financial Evaluation) the evaluation of the Financial Offers is based on the total price.

The tenderer is expected to indicate in the Financial Offer Form (for each Lot they participate):

*In the column " Daily rate/Unit price, EUR"*

- Daily fee-rate of project Manager
- Daily fee-rate of researcher in quantitative data analysis
- Daily fee-rate of researcher on gender equality
- Daily fee-rate of senior expert on gender statistics
- Daily fee-rate of quality manager
- Daily fee-rate of database expert
- Daily fee-rate of editor

In addition, the tenderer has to indicate the attendance cost of 1 expert (from the contractor's side) to 6 meetings/per year in Vilnius (*note: meetings attendance costs shall include, all related expenses, such as e.g., travel and accommodation costs, daily allowances organisation/administration etc.*).

The sum equal to the results of adding all figures will appear in the column "Total price".<sup>1</sup>

Therefore, the award of the contract will be based on the award principle (Tender Specifications 3.3.1)

$$F = Q \cdot 1000 / P$$

Where:

**F** = Final Score for tender X (for specific Lot Y)

**Q** = Total quality score (out of 100) for all criteria of tender X (for specific Lot Y)

**P** = Price of tender X (total price for specific Lot Y)

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<sup>1</sup> Note: The prices that the tenderer is going to charge during the contract implementation for required services.