



Vilnius, 19. 03. 2018
EIGE/VL/pr D/2018/ 152

Tender: EIGE/2018/OPER/03
Risk assessment by police of intimate partner violence against women

Subject: Answer to request for clarification regarding the Tender

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

Procurement
EIGE

EIGE/2018/OPER/03. Questions & Answers No 05

Question 1:

In calculating prices, have we to take in account the maximum number of days referred to in the Technical offer together with the total weighted prices indicated in the Financial offer? It seems like there are some incongruities (e.g. the National Experts: 28 * 12 months = 336 days, if weighting must be 25% this means € 67.500 considering the starting price, then a daily rate of € 200: too low, in our opinion).

Answer 1:

In accordance with the Tender specifications, the working time for each profile of the team is estimated and is neither a minimum nor maximum. It is up to the tenderer to indicate the exact number of Daily rate/Professional fee EUR and Number of person-days/Quantity.

The weighting factor in the Financial Offer (ref. Standard Submission Forms) does not refer to the volume of the contract, as it is implied in the question. The percentage is indicated, in order to assess the weighting scores of each profile in the overall calculation of the financial offer in respect of the award principle indicated in the Tender Specifications.

Question 2:

In regards with the "professional facilitator", who is not mentioned among the core team on the Tender specifications (par. 1.8.), but only in the financial offer format: have we to provide at least a minimum number of days referred to this expert?

Answer 2:

Based on the Tender specifications (p. 21 section "Facilitation"): *"The Contractor shall prepare a comprehensive facilitation strategy plan, allowing for the most beneficial engagement of all participants and leading towards all foreseen outcomes under the contract in the most effective way. The plan shall clearly describe the objectives of the meeting, a methodology of how the discussions shall be organised, which facilitation techniques shall be used, which topics and questions shall be addressed and how conclusions will be drafted. The facilitation shall be provided by a trained professional and the profile should be presented together with the facilitation strategy plan."*

A separate profile of professional facilitator is requested, though it is not a part of the project's core team and will not be assessed in the selection criteria (ref. section 2.2.3).

Nevertheless, the tenderers shall indicate separately the cost of the Daily rate/Professional fee and the Number of person-days¹/Quantity needed for the tasks of that profile, in order to be assessed in the overall calculation of their Financial Offer (ref. Standard Submission Forms).

While preparing the tender, tenderers need to consider the fact, that the successful tenderer may be requested to provide the diplomas and professional qualifications of the persons responsible for providing the services, including any publications and/or studies and/or any other type of relevant work in the field that is the object of this contract (ref. Tender specifications p. 48).

¹ Working days are indicated in the description of the duration of the two meetings.