

Making the railway system  
work better for society.

## Call for tender n° ERA 2017 16 OP “Railway costs and benefits data collection”

### CLARIFICATIONS

#### Question 1:

(Page 11 - Section D.2 “Categories of data to be collected”). According to Article 8(4) of Regulation (EU) 2016/796, “Member States (MSs) shall provide the Agency with the data necessary for an impact assessment, where available.”

In this regard, when gathering data from market and stakeholder surveys, will these surveys be carried out on behalf of The Agency or on behalf of the Contractor itself?

#### Answer 1:

Surveys under this framework contract will be done by the contractor on behalf of the Agency (after prior approval by the Contracting Authority).

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#### Question 2:

(Page 17 - Section F.2.2 “Technical and Professional Capacity”). In this section, the requirements (a. to d.) and the evidence required (a. to e.) are indicated. We must present in our proposal just the evidence required (a. to e.), taking into account that these evidences must meet the requirements (a. to d.). That is to say, only evidence required (a. to e.) must be presented as “Technical and Professional capacity” in our proposal.

Please confirm if our understanding is correct.

#### Answer 2:

We confirm that your understanding is correct.

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#### Question 3:

(Page 17 - Section F.2.2 “Technical and Professional Capacity” - Requirements b). In this section it is said that we have to present a “minimum of three years’ recent (gained in the past 5 years) experience in the provision of similar services, on an international level”.

We understand that we must include similar services which together cover the last 3 years (and these services must have been gained in the past 5 years). We also understand that these services can be either finished or not. Please confirm if our understanding is correct.

**Answer 3:**

The minimum period of three years refers to the cumulative duration of similar services. The services which are referred to in order to prove this requirement need to have been delivered during the last five years, not before.

Only services for which a proof of acceptance was issued by the beneficiary can be taken into consideration (this can be accepted even for contracts which are still ongoing if a partial acceptance was already done for a certain service in the scope of the contract).

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**Question 4:**

(Page 17 - Section F.2.2 “Technical and Professional Capacity” – Evidence required c.)

- a. In this section it is said that we must include “detailed description of the study provided including any research, analysis, reports, presentation, etc. delivered”. Do you mean that we must include real examples of deliverables already provided, or just a description of what kind of deliverables we provided? We understand that this description of studies is just for the most important services included in form H.4 and no minimum is required. Please confirm if our understanding is correct.
- b. Does the „Detailed description of the study provided...” belong to Form H.4. column „Description of services”? Or is it expected to provide additional supporting inputs in a separate paragraph?

**Answer 4 (a and b):**

You should include a description of the study in form H4, as well as any available references to relevant deliverables (e.g. publications, internet links, photocopies of abstracts etc.). The latter will be provided as separate evidence (e.g. photocopies, print screens etc.). If provided, a tick will be marked under the “Sample provided” column in form H4.

It is up to the contractor to decide for how many of the services included in form H4 they will provide evidence on the relevant deliverables.

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**Question 5:**

(Page 18 - Section F.2.2 “Technical and Professional Capacity” - Evidence required d.ii). In this section it is said that we must include “any relevant supporting documentation i.e: accreditations, certificates etc”.

Does this mean that we have to attach accreditations and certificates to the cv’s?

**Answer 5:**

The relevant certificates/accreditations quoted in the CV should also be provided as supporting documents (photocopies).

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**Question 6:**

(Page 18 - Section F.2.2 “Technical and Professional Capacity”- Note 1). In Note 1 it is said that “the most important services shall be accompanied by certificates of satisfactory execution [...]”.

We understand that services satisfactorily completed within the last 5 years are valid. Please confirm if our understanding is correct.

**Answer 6:**

Note 1 refers to the most important services from the ones referred to under point b from Evidence required.

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**Question 7:**

(Page 18 - Section F.3 “Award criteria”- 4. Demonstration of capabilities)

- a. In this section it is said that we must demonstrate “having proprietary rights to impact assessments in the field of railways”.  
Could you please explain what do you mean by “proprietary rights”?
- b. What is meant (in bold) by „Having proprietary rights to impact assessments in the field of railways“?

**Answer 7 (a and b):**

You should be able to use the specific knowledge (such as data model, data entries etc.) from past IA projects for this project.

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**Question 8:**

(Page 28 - Form H.4). In the last column of the table we should tick projects with for which “sample” is provided.

Could you please explain what do you mean by “sample”?

**Answer 8:**

See answer no.4.

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**Question 9:**

(Page 28- Form H.4). In the second column of the table, projects can start in 2009. However, in page 17, section F.2.2 evidence required b., it is said that we have to include “an overview of the services performed within the past 5 years [...]”.

Could you please indicate which is the valid period for form H.4?

**Answer 9:**

The valid period is 2012 up to present. The year 2009 will be replaced with the year 2012 in form H4.

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**Question 10:**

(Page 32 - Form H.8 check list). For the envelope A, it is indicated that we have to include “3 copies in USB key”. However, in page 20, section G.1.1 “Offer submission” it is indicated that we have to include “one electronic copy (USB key)”.

Could you please indicate how many USB do we have to include in Envelope A?

**Answer 10:**

One USB key will be included in envelope A.

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11/04/2017