

Call for tender - Anthropometric data of children

2nd Revised FAQs

1. Is there a template or a form for responding to the call for tender?

No. There is no template or form for responding to the call for tender. Applications may be submitted in any form which complies with the requirements given in the call for tender and provides the necessary information. Applications shall also contain the declarations specified in the call for tender (see Annexes C and D).

2. How many hard copies have to be provided with the application?

One. However, in case of multiple applications (for different projects/roles) for each application all bidding/application documents required shall be submitted in a separate sealed envelope clearly marked CONFIDENTIAL.

3. Is there any additional supplementary information?

Supplementary information to the call for tender will be published on the website of the DIN Standards Committee Ergonomics (NAErg, <http://www.naerg.din.de>). These FAQs, the relevant extracts from the FPA 2014 (Framework Partnership Agreement between EC and CEN) and a summary of the results of the first project phase on anthropometric data of children have been placed on this website.

4. Are the projects 100% funded by the EC and EFTA?

On condition of approval by EC and EFTA, costs of external subcontractors such as laboratories are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to be in accordance with and justified as defined in FPA 2014 and accepted by EC/EFTA. The payment is usually divided into at least three instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs.

NOTE *In the first revised version of the FAQs answer 5 has been modified.*

5. Which costs are classified as eligible costs?

FPA 2014 contains a definition of eligible costs (from Page 33). However, only the requirements in Section 19.II.1 lit. (e) and (f) apply to offers by tenderers. This applies to both direct and indirect costs within the meaning of FPA 2014.

7. How will the selection procedure be carried out and when will it be completed?

The selection will be conducted by the selection panel (see clause VIII.5 of the call for tender) on the basis of defined selection criteria (clause VI) and award criteria (clause VII).

The selection procedure begins after completion of the deadline. However, it is presently not foreseeable when the selection will be completed.

As pointed out in the call for tender, the authorization of the European Commission is required before the work starts.

8. What kind of documentation is necessary to prove the economic and financial capacities?

The applicant has to prove that she/he is able to execute the project in economical and financial terms within the given time frame, i.e. sufficient staff, financial means etc. This could be proven by documents such as annual reports or by business/financial figures of the last 3 years (number of staff, revenues, balance sheet totals etc.).

NOTE *In the first revised version of the FAQs questions/answer 9 has been modified.*

9. Is it possible to submit applications via certified e-mails instead by postal mail? To which address does the application has to be sent? Can DHL or any other courier company be considered as "postal mail"?

According to the call for tender, "Tenders shall be sent by postal mail to the secretary of CEN/TC 52/WG 1 " Anthropometry" Mr Sebastian Lentz ", i.e. to the following address:

DIN Deutsches Institut für Normung e. V.
Normenausschuss Ergonomie (NAErg)
Mr Sebastian Lentz
Saatwinkler Damm 42/43
13627 Berlin

It is not permissible to submit applications via e-mail, certified e-mails or alternative systems. Sending the application via DHL and another courier is considered as "postal mail".

NOTE *In the first revised version of the FAQs questions/answers 10 and 11 have been added.*

10. Is Technical Project Leader 1 expected to participate in the call for tender for the selection of survey participant, i.e. to participate in the evaluation of applications received? Should this be included in the work plan as task in a work package and appropriate costs be considered?

Yes, Technical Project Leader 1 will participate in the selection panel of the call for tender for determining the Anthropometric Survey Participant. All members of the selection panel will evaluate the applications received. The corresponding task ("participate in the selection panel of the second call for tender in which the Anthropometric Survey Participant will be selected") is also included in the task description in Annex B and the draft service contract for Technical Project Leader 1.

Consequently, this task should also be considered in the work plan and the cost estimation.

11. Is the budget for the Anthropometric Survey Participant subject to this call for tender, e.g. should Technical Project Leader 1 estimate the required budget and/or include the corresponding costs in his application?

The Anthropometric Survey Participant will be determined in a separate Call for Tender carried out by DIN. Consequently, the budget for the Anthropometric Survey Participant is not subject to this call for tender.

NOTE *In the second revised version of the FAQs questions/answers 12 to 16 have been added.*

12. Is there any indication of what a suitable budget might be or is there a maximum budget?

In accordance with the principles of public procurement law, DIN is not allowed to make any statements on the maximum price, budget or set/man-day. This would enable applicants to orient themselves to these from the outset, which could undermine the principle of economic efficiency in awarding contracts.

13. Is Technical Project Leader 2 (development of guidelines on the application of data) supposed to be a one person job or should several persons be involved?

Carrying out the various tasks of Technical Project Leader 2 requires certain knowledge, skills and resources/time. It is up to the tenderer to decide whether one person is capable and has the resources to carry out all these tasks in the time frame specified for the project.

14. The Call for Tender specifies (for Technical Project Leader 2) that a draft CEN technical report with guidelines for the correct application of anthropometric and strength data should be developed. However, since the work deals with developing guidelines for handling data it might be beneficial to develop additional tools like predefined spreadsheets or even simple software that can aid designers and product developers to correctly apply anthropometric and strength data. Is this type of work something that could be good to include in the project plan or is it unnecessary since it does not focus on the development of the technical report with guidelines?

In principle, there is no limitation on the information and tools developed in the frame of this project. It is, however, important to consider that the results of the project will be published as CEN Technical Report, i.e. the results should be suitable to be presented accordingly (bearing in mind that it is possible to include electronic files in CEN Deliverables, e.g. in a CD sold with the document). Furthermore, it is important to take into account that the concept and contents of the CEN Technical Report will be elaborated in close cooperation with and approved by the responsible working group CEN/TC 122/WG 1.

15. How should reporting be done? At physical or online meetings or via e-mail?

Regular reporting should be done at meetings of CEN/TC 122/WG 1 which can take place at different locations in Europe or as web conference. Consequently, it is expected that the Technical Project Leaders attend these meetings.

Additional reporting via e-mail might be necessary, e.g. if the time between meetings is long or if there are important information to report.

Furthermore, according to the draft contracts of both Technical Project Leaders the delivery of two interim and one final report which will be submitted to the European Commission is required.

16. How will possible delays in the project (in particular the conduction of surveys) caused by the Coronavirus Disease (COVID-19) be considered?

If the Coronavirus Disease (COVID-19) causes significant delays, e.g. due to the need for postponing anthropometric/strength surveys the European Commission will be asked for approval of an extension of the project duration.