

**CLARIFICATIONS TO THE SERVICE CONTRACT NOTICE AND THE  
ADDITIONAL INFORMATION ABOUT THE CONTRACT NOTICE No. 1**

**Contract Title:** “EU Support for Promoting Sustainable Urban Mobility in Turkish Cities”

**Publication Ref.:** NEAR/ANK/2021/EA-RP/0115

**QUESTION 1:**

Mistake in the Contract Notice?

Could you please kindly confirm if the text below is correct? If yes, does it mean that the references under Criterion 2 will not be assessed?

"If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined in order to rank their applications and identify the 8 best applications for the tender procedure. The only additional comparative criteria that which will be taken into consideration during this re-examination, in the order in which they appear below, are:

1. the highest number service contracts that meet criterion 18.3.1.
2. the highest cumulated value of all the service contracts that meet criterion 18.3.1.

N.B.: additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria.

If, after applying additional comparative criterion No 1, it is not possible to identify the 8 best candidates because two or more candidates are tied for the 8th position, additional comparative criterion No 2 shall be applied only to these tied candidates."

**ANSWER 1:**

The text stated in the Article 18 of the Additional Information about the Contract Notice is correct. The references meeting the criterion 18.3.1 will be taken into consideration during the re-examination.

**QUESTION 2:**

Can you kindly forward a copy of the RFP linked to the following tender?

The overall objective of the project of which this contract will be a part is to promote a shift from individual transport to sustainable, accessible and inclusive modes of sustainable urban mobility at both national and urban levels. The purposes of this contract is to support the policy dialogue and capacity building of municipalities on sustainable urban mobility and to promote European Mobility Week (EMW) in Turkey.

**QUESTION 3:**

(This question is submitted in Turkish, it is translated to English by the Contracting Authority)

We could not find any technical specifications/terms of reference apart from the published Contract Notice published at your website regarding the NEAR/ANK/2021/EA-RP/0115 - EU Support for Promoting Sustainable Urban Mobility in Turkish Cities.

We need the technical specifications/terms of reference including all technical details for the mentioned tender in order to be made an assessment by our experts.

Please kindly inform us how we can get the relevant document.

**QUESTION 4:**

Is there any TOR or complementary documents to this tender that should be considered into account?

**ANSWER 2 to 4:**

The type of the procedure is restricted. All details related to the tender procedure are available from the following internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

**QUESTION 5:**

Meeting project value criterion by a joint tenderer

If a joint tenderer applies, can the threshold of 800.000 EUR be met by combining portions of consortium members budgets from multiple projects (e.g. member nr 1 brings 300k, member nr 2 brings 550k EUR, etc. - total is more than 800 k) or do you require that one single project

reference meets this value?

What I also meant additionally is if one organisation can bring a couple of smaller projects that sum up over 800 k EUR?

**QUESTION 6:**

Regarding the first technical capacity criteria, could you please clarify the meaning of at least 1 (one) service contract? Will contracts with budgets less than 800.000 also count as a reference if the total budget of different contracts is over EUR 800.000; or does it mean that the same reference may be implemented under different service contracts?

**QUESTION 7:**

Regarding the second technical capacity criteria, could you please clarify the meaning of at least 1 (one) service contract? Will contracts with budgets less than 400.000 also count as a reference if the total budget of different contracts is over EUR 400.000; or does it mean that the same reference may be implemented under different service contracts?

**QUESTION 8:**

It is indicated in the technical capacity criteria that “The candidate has provided services under at least 1 service contract with a budget of at least EUR 400.000 (proportion carried out by the candidate) in the field of communication and visibility including organisation of events in the field of sustainable urban mobility which was implemented at any moment during the reference period: Three years prior to the submission deadline of this application.” Is it possible to provide the minimum budget of EUR 400.000,00 as sum of multiple service contracts?

**ANSWER 5 to 8:**

No. The candidate is not allowed to meet the threshold of the financial value specified in the technical selection criteria by combining contracts with smaller financial value. In order to meet the technical selection criteria stated in the Article 18 of the Additional Information about the Contract Notice, Candidate must submit at least one (1) service contract with the minimum financial amount and the services specified in the technical selection criteria as reference.

**QUESTION 9:**

Types of projects for evidence

In Technical Capacity, can the service contract evidence include EU-funded projects which were in the area of the topic of this tender (sustainable urban mobility policy planning and/or dialogue)?

**ANSWER 9:**

Candidates may submit reference(s) of any service contract meeting the technical selection criteria.

**QUESTION 10:**

Professional capacity

Regarding the Professional capacity (based on items 4 and 5 of the application form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline. We kindly request if you can extend the time of 3 years for a time of at least 15 years?

**QUESTION 11:**

Given the situation regarding the Coronavirus outbreak for the last 1,5 years, the tender procedures were profoundly affected worldwide. Since there had been relatively less contracts/services during the pandemic, the reference period given as the last 3 years diminish the applicants' chances to present eligible references complying with the technical requirements. Based on these, we would like to kindly request an extension for the reference period and change the reference period to the last 5 year-timeframe.

**ANSWER 10 and 11:**

The reference period for the selection criteria remains unchanged as stated in the Article 18 of the Additional Information about the Contract Notice.

**QUESTION 12:**

The technical capacity criterion 18.3.2 requires at least 1 service contract with a budget of at least EUR 400.000 (proportion carried out by the candidate) in the field of communication and

visibility including organisation of events in the field of sustainable urban mobility which was implemented at any moment during the reference period. As understood the reference period is 5 August 2018 - 5 August 2021. We would like to draw your attention to two issues:

1. The requirement for event organisation in the field of sustainable urban mobility limits the opportunity for possible consortium members since it is a very unique field. International/local companies providing event management/organisation and communication and visibility services have the general experience in many fields but rarely focusing on sustainable urban mobility. Moreover, even having such experience, the contract values (proportion carried out) do not reach the threshold value of EUR 400.000.
2. Almost half of the reference period falls in the pandemic where event organisation was not possible hence no events were organised in physical terms and only webinars and such online events were in place which do not create almost any cost or require any budget. Thus, again in the reference period, it is barely possible to present event organisation experience in communication and visibility focusing on sustainable urban mobility.

In this regard, we kindly ask you to revisit the specific criterion and if possible extend the reference period as 5 years prior to the submission deadline of the application and/or decrease the contract value requirement to a reasonable value.

**QUESTION 13:**

As you may very well know "Sustainable Urban Mobility" issue does not have a long "Communication & Visibility" history in Turkey; there aren't so many institutions who are funding this issue communication-wise. Thanks to this first tender-wise collaboration of EU & the Ministry of Transportation, we hope many more collaborations will rise in the near future among appropriate institutions. With this fact in hand, which generates an unfair atmosphere for the tender, we'd like you to revisit the clause consisted of a request of 400K on a single contract, as long as "Mobility"s specific and minor position in the marketing communication area. If possible, we'd like you to enlarge the extent of the content, such as accepting "sustainability" contracts also for Communication & Visibility.

#### **QUESTION 14:**

As you know, the pandemic has caused economic turmoil in many sectors over the last 1.5 years. The communication industry is one of them. Specifically, Event Marketing, the communication industry's most important revenue source, has been completely halted. Further, Online Events replaced this gap with a relatively lower turnover in terms of revenue than field events. For this reason, we request you to reconsider your job completion request of "400K based on a single contract in the last 3 years", which you stated in article 18-3-2, and reduce it to a more reasonable level, for example, 100K. We would also like to point out that "finding a communication project in a new and specific field, which is equivalent to 5.5 million TL in a single contract in Turkey" is not feasible and will prevent the participation of diverse companies in the tender - hence the abundance of perspective and experience. Although the amounts might be acceptable for Euro currency, in Turkey, especially in the Communication Consultancy sector, these figures can be earned mainly through "Road Show" type of events under one single contract. In light of how the field activities have decreased over the past few years during which the digital field has exploded, the difficulties of the subject will be more apparent.

#### **QUESTION 15:**

If possible, we would like to share our two requests regarding timings; 1. Extending 3 years to 5 years. 2. Accepting the "total budget" of projects concluded and completed within the relevant time frame, but whose start date is outside the time frame you requested.

#### **QUESTION 16:**

In the "Additional information about the Contract Notice" document, selection and award criteria (18.3 – technical capacity) is stated the following: "The candidate has provided services under at least 1 service contract with a budget of minimum EUR 800.000 (...).

Does this mean that:

- (1) Each service contract we present must at least have a budget of 800.000 or ;
- (2) We can present different service contracts but they need to amount, together, to at least 800.000 euros.

If it is number (1), it could limit SMEs to participate to this tender since the topic of the tender, sustainable urban mobility is a very specific subject and reaching 800.000 euros for one single service contract may be difficult to attain. Furthermore, 2020 being impacted by Covid 19 has further increased this difficulty.

Therefore, would there be any possibility to extend this to option number (2) mentioned above?

**ANSWER 12 to 16:**

The technical selection criteria remain unchanged as stated in the Article 18 of the Additional Information about the Contract Notice.

**QUESTION 17:**

Is there a minimum number of service contracts we have to provide concerning the sustainable urban mobility policy planning and/or dialogue?

**ANSWER 17:**

Candidate may submit up to 15 references for the entire application.

**QUESTION 18:**

Considering the national holiday between July 19-23, could you please kindly inform us if you envisage an extension to the submission deadline?

**QUESTION 19:**

As per the article IV.2.2) Time limit for receipt of tenders or requests to participate, the deadline for submitting tenders is stated as 05.08.2021. By considering the religious holiday and summer vacation period both in Turkey and in Europe, which is overlapping with Expression of Interest preparation, we kindly request from the contracting authority an extension for the submission deadline of the application to submit the best possible offer.

**QUESTION 20:**

Due to intervening national and religious holidays, we kindly ask for a time extension regarding the deadline for requests to participate.

**ANSWER 18 to 20:**

The deadline for submission of applications remains unchanged as stated in the Contract Notice.

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