

**FP7 – 288028**  
Framework Programme (FP) 7  
ICT -2011.5.3  
Patient Guidance Service (PGS), safety and healthcare record information reuse  
Combination of CP & CSA



**DECIPHER** PCP

**Frequently Asked Questions**



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## I. Frequently Asked Questions

### 1.1 Disclaimer

*The Bidders shall take into account that the answers provided by the Procuring Entity will be aimed to ease the understanding of the interpretation of the Tender Documents and solve those Bidders' doubts to the extent possible so that they may properly draft their bids. In any case, these answers under no circumstances may substitute the content of the Tender Documents and hence Bidders will always have to consult the referred to documents and fulfil the requirements set forth thereunder. In case that, due to any error, there would be any discrepancy between the answers provided by the Procuring Entity and the content of these documents, the Bidders, without prejudice to the fact of being able to obtain from the Procuring Entity the relevant clarifications within the timeframe thereto, shall have to fulfil the requirements set forth by the Tender Documents.*

### 1.2 Submitted Questions

Identifier	Date to be published	Question	Answer
1	July 8 <sup>th</sup> , 2014	What is the <b>closing date</b> of the call for tender?	Pursuant to <b>Section 3.1.1.2 (ii) of the document DECIPHER_InvitationToTender</b> , the call for tender corresponding to Phase 0 closes <b>on August 25<sup>th</sup> at 13:00 hrs. CET or 12:00 hrs. GMT.</b>
2	July 8 <sup>th</sup> , 2014	In the tender it is mentioned "(...) The entities registered to the <b>alert services</b> of the abovementioned platform will be kept informed in relation with the relevant decisions and events that will take place in the DECIPHER PCP Procedure. (...)” But I am not clear how I can register to the alert service?	Once you are at DECIPHER tender announcement of the Generalitat de Catalunya you can subscribe to the alert service going to the right column of the screen and <b>clicking on</b> the text <b>‘Would you like us so send you information about new developments?’</b> (CAT: ‘Voleu que us informem de les novetats?’ / ES: ‘¿Quiere que le informemos de las novedades?’) just <b>below the header ‘Submissions’</b> (CAT: ‘Subscripcions’ / ES: ‘Subscripciones’). Once clicked you are prompted to enter your contact details in a specific form. Please <b>fill the form</b> and click on <b>‘Send’</b> (CAT / ES: ‘Enviar’).
3	July 8 <sup>th</sup> , 2014	Is there any available electronic <b>system</b> to be used <b>to submit the bids</b> ?	Electronic submission of the bids for Phase 0 is not allowed.
4	July 8 <sup>th</sup> , 2014	It is my first time taking part to a procedure like this and I wonder whether there is <b>any specific</b>	The <b>Section 3.1.1.2 of the document DECIPHER_InvitationToTender</b> describes the full requirements of the submission. The entities interested in participating in the DECIPHER PCP shall submit a bid in <b>one</b>

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		<p><b>requirement to take into account when shipping my bid by post</b></p>	<p><b>physical container (e.g.: envelope, box, ...) very well closed and containing:</b></p> <ol style="list-style-type: none"> <li><b>1- Three separate and independent envelopes (A, B and C), in a way that allows ensuring the secrecy of the content of each one until their formal opening.</b></li> <li><b>2- A memory stick or a DVD (one for each envelope) of their full content recorded in one PDF document (i.e. a PDF document for envelope A recorded in a memory stick or DVD and shipped inside envelope A, another PDF document for envelope B recorded in a memory stick or DVD and shipped inside envelope B and another PDF document for envelope C recorded in a memory stick or DVD shipped inside envelope C).</b></li> </ol> <p><b>The container will be addressed to:</b></p> <p>Agència de Qualitat i Avaluació Sanitàries de Catalunya (AQuAS)          Oficina de Contractació          Roc Boronat, 81-95          ES-08005 Barcelona (SPAIN)</p> <p><b>The container will be delivered:</b></p> <ul style="list-style-type: none"> <li>- EITHER <b>by hand</b> at the Official Registry office of the Procuring Entity</li> <li>- OR <b>by registered post services with notification of reception: in that case the same day the Bidder should inform to the Procuring Entity of the dispatch of the bid by email (<a href="mailto:DECIPHER.AQuAS@gencat.cat">DECIPHER.AQuAS@gencat.cat</a>), fax (+34 93 5517510) or telegram, attaching a proof that the shipment took place before August 25<sup>th</sup> at 13:00 hrs. CET or 12:00 hrs. GMT.</b></li> </ul>
<p>5</p>	<p>July 8<sup>th</sup>, 2014</p>	<p>Once shipped, <b>is there any deadline for the bids to arrive</b> to the Contracting Authority?</p>	<p>Bids should arrive at the Procuring Entity within seven (7) calendar days after August 25<sup>th</sup> that is September 1<sup>st</sup>, being excluded in other case.</p>

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6	July 8 <sup>th</sup> , 2014	In case I do have <b>questions</b> , how can I submit them? Which is the <b>last day</b> am I able to <b>submit</b> any question?	<p>Pursuant to <b>Section 2.3.1.2 of the document DECIPHER_InvitationToTender</b>, clarifications related to any issue related to the DECIPHER PCP Procedure can be requested by the Bidders <b>writing an e-mail</b> to <a href="mailto:DECIPHER.AQuAS@gencat.cat">DECIPHER.AQuAS@gencat.cat</a>.</p> <p>All questions or requests for clarification related to the DECIPHER PCP Procedure must have been received by the contact point no later than ten (10) calendar days prior the deadline for Bid submission. Since August 15<sup>th</sup> is a non-business day in Barcelona, the <b>last day to submit questions will be August 16<sup>th</sup></b></p>
7	July 8 <sup>th</sup> , 2014	<p>What is the <b>goal of the entities list</b> available from the <b>‘Partners finding page’</b> at the DECIPHER web site (<a href="http://www.decipherp.eu/call-tender/companies-interested-participation">http://www.decipherp.eu/call-tender/companies-interested-participation</a>)?          Will this list be used to select the organizations to be awarded with a contract?</p>	<p>Interested parties can submit their bid to DECIPHER procurement procedure either by their own or in consortium. The ‘Partners finding page’ available from DECIPHER web page is there <b>to support the entities willing to bid in consortium</b> to be found by and to find potential partners.</p> <p>Making part of this list is <b>not a prerequisite for the participation to the DECIPHER pre-commercial procurement procedure and does not give advantage to any supplier</b>. Bidders’ selection and awarding is open to all the entities that submit their bids in compliance with what specified the Invitation To Tender (<i>DECIPHER_InvitationToTender</i>).</p>
8	July 8 <sup>th</sup> , 2014	Is there any way to ask for the <b>suitability of my organization</b> to put a proposal in?	<p>There is no mechanism in place to evaluate the suitability of an organization prior to the submission of the proposals.</p> <p>We recommend each of the interested entity to <b>SELF-ASSESS THE SUITABILITY</b> going through the requirements stated in the document <b><i>DECIPHER_InvitationToTender</i></b>, especially those related to the <b>Envelope A content</b> (section 3.1.1.5), <b>subcontracting limits</b> (section 2.2.2) and <b>geographical requirements</b> (section 4.3). Bidders shall demonstrate:</p> <ol style="list-style-type: none"> <li>1- their <b>legal capacity</b> filling in the FORM A-1 (available in document <b><i>DECIPHER_InvitationToTender_Annex2Phase0Forms</i></b>)</li> <li>2- the <b>non disqualification from</b></li> </ol>

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			<p><b>contracting with the public sector</b> filling in the FORM A-2 declaring not being included in any of the disqualification causes under article 60 of TRLCSP (TRLCSP states for the ‘Compilation Text of the Law on Public Sector Contracts, approved by Royal Legislative-Decree 3/2011, of November 14’) (or, if existing, under similar regulations in the country in which it is established).</p> <p>3- the <b>technical ability</b> (section 3.1.1.5 of the <b>document <a href="#">DECIPHER InvitationToTender</a></b>)</p> <p>4- The <b>economic or financial capacity</b> (section 3.1.1.5 of the <b>document <a href="#">DECIPHER InvitationToTender</a></b>)</p> <p>5- <b>Subcontracting</b> is permitted in each Phase of the DECIPHER PCP Procedure, provided the portion of the work to be subcontracted <b>does not exceed 49%</b> of the overall services to be performed. (section 2.2.2 of the <b>document <a href="#">DECIPHER InvitationToTender</a></b>)</p> <p>6- For each Phase <b>at least 60%</b> of the R&amp;D services need to be performed within the <b>EU Member States</b>, or a <b>country</b> that is <b>associated</b> to the Seventh Framework Programme (FP7) and the Horizon 2020. (section 4.3 of the <b>document <a href="#">DECIPHER InvitationToTender</a></b>)</p>
9	July 8 <sup>th</sup> , 2014	Should I use any specific <b>form</b> to submit my bid?	<p>All Bidders are expected to use 3 different envelopes A, B and C. They must refer to the <a href="#">Public Procurement platform</a> to access the corresponding Forms, described below:</p> <p>The content of <b>Envelope A</b> is described in <i>Section 3.1.1.5 of the document <a href="#">DECIPHER InvitationToTender</a></i> and will consist of the forms <b>Form 0-1, Form 0-2, Form A-1, Form A-2, Form A-3, Form A-4, Form A-5</b> available in <a href="#">DECIPHER InvitationToTender Annex2Phase0Forms</a> and diligently filled in.</p>

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			<p>The content of <b>Envelope B</b> will consist of one document (one per each bid) described in <i>Section 3.1.1.6 of the document <a href="#">DECIPHER InvitationToTender</a></i>.</p> <p>The content of <b>Envelope C</b> is described in <i>Section 3.1.1.7 of the document <a href="#">DECIPHER InvitationToTender</a></i> and will consist of the <b>FORM C</b> available in <i><a href="#">DECIPHER InvitationToTender Annex2Phase oForms</a></i> diligently filled in. There will be one and only one financial proposal for each of the bids</p>
10	July 8 <sup>th</sup> , 2014	<b>Envelope A</b> will contain several <b>forms</b> . Am I expected to use all of them?	<ul style="list-style-type: none"> <li>- <b>Form 0-1:</b> is to be filled in only if the Bidder is submitting the documentation in either Catalan or Spanish together with its English translation</li> <li>- <b>Form 0-2:</b> is to be filled in only if the Bidder is submitting the documentation in either Catalan or Spanish without its English translation</li> <li>- <b>Form A-1:</b> is to be filled in by all individual Bidders, by all consortia members if the Bidder is a consortium and by all subcontractors subcontracted by the Bidders</li> <li>- <b>Form A-2:</b> is to be filled in by all individual Bidders, by all consortia members if the Bidder is a consortium and by all subcontractors subcontracted by the Bidders</li> <li>- <b>Form A-3:</b> is to be filled in only if the Bidder is a consortium</li> <li>- <b>Form A-4:</b> is to be filled in only if Bidders will subcontract subcontractors and by all consortia subcontracting members if the Bidder is a consortium. In addition, part of this Form must also be filled in by the relevant subcontractor/s.</li> <li>- <b>Form A-5:</b> is to be filled in by all individual Bidders and by all consortia members if the Bidder is a consortium</li> </ul>
11	July 8 <sup>th</sup> , 2014	Is it possible that the <b>documentation published on June</b>	During the tendering period it can happen that the tender announcement and documents get amended. You can go

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		<p><b>25th</b> - when the call was issued - <b>gets amended?</b></p>	<p>through all the changes implemented clicking on the <b>buttons ‘Initial publication’ and then ‘Correction 1’, ‘Correction 2’ and so on up to ‘Most recent correction’</b>. When you click on ‘Most recent correction’ the latest and greatest version of the tendering documents are made available.</p> <p>At the <b>‘Notices board’</b> it is possible to read any communication from the Contracting Authority (as the documents amendments).</p> <p>Please <b>subscribe to the Alert Services</b> to get <b>automatically informed</b> when the tender announcement and documents get amended or an update is communicated.</p>
12	July 15 <sup>th</sup> , 2014	<p>Is it possible to <b>submit a proposal covering one part of DECIPHER</b> Challenge Brief?</p>	<p>As specified in the tender announcement information there are no lots and as mentioned in the Section 3.1.1.6 of the document <a href="#">DECIPHER InvitationToTender</a> ‘The technical offer shall meet the needs set out by the DECIPHER PCP’. The submitted proposal will need to cover all the Basic and Design functions defined in the Challenge Brief. In case a bidder realizes that with its research &amp; development will be possible to address part of DECIPHER challenge, the bidder is invited to bid in consortium looking for partners at the Finding Partner page (please refer to the answer of the question 7)</p>
13	July 15 <sup>th</sup> , 2014	<p>In the Section 3.1.1.2 of the document DECIPHER_Invitation ToTender it is said that if the proposal is shipped by registered post services with notification of reception the Bidder should inform to the Procuring Entity of the dispatch of the bid by email or by fax or telegram. What is the <b>fax number of the Procuring Entity?</b></p>	<p>The Procuring entity contact details are:</p> <p>Fax: +34 93 5517510</p> <p>e-mail: DECIPHER.AQuAS@gencat.cat</p> <p>Address:          Agència de Qualitat i Avaluació Sanitàries de Catalunya (AQuAS)          Oficina de Contractació          Roc Boronat, 81-95          ES-08005 Barcelona (SPAIN)</p>



<p>14</p>	<p>July 15<sup>th</sup>, 2014</p>	<p>In Section 3.1.1.6 of the document DECIPHER_InvitationToTender it is specified the content of <b>Envelope B</b>. Is there any <b>template</b> available?</p>	<p>No, there is no template. However, taking into account the numerous requests in this sense, with the exclusive objective to be of support to the bidders when putting together their proposals, the Procuring Entity is making available an example of template (DECIPHER_Envelope_B_template_en_cat_es.doc) that could be used for the Technical offer document (Envelope B). Please consider this template just as an example since it is not mandatory to make use of it.</p>
<p>15</p>	<p>July 15<sup>th</sup>, 2014</p>	<p>In the English version of the document DECIPHER_InvitationToTender and more specifically in the Section 3.1.1.6 when describing how the <b>Envelope B</b> must be presented it is mentioned that the <b>“Arial” font</b> should be no smaller than 10 point. On the other hand in both the Catalan and the Spanish version of the document it appears that the <b>“Arial” font</b> should be greater than 10 point, could you please clarify what <b>“Arial” font</b> point is allowed to use?</p>	<p>As specified in the section 6.3.1 of the document DECIPHER_InvitationToTender <b>“The English version of the ITT as well as of any other document of the DECIPHER PCP Procedure shall prevail over any other version of such documents. “</b> According to this, the Envelope B must be presented in <b>“Arial” font</b> no smaller than 10 point, that is in <b>“Arial” font of at least 10 point or bigger.</b> The translation of the referred sentence can be improved as follow:  <i>CAT:</i> El document s’ha de presentar en fulls din-a-4 a una cara, amb font Arial igual o superior a 10 punts, interlineat simple i amb els marges de 2,5 cm.  <i>ES:</i> El documento debe presentarse en hojas DIN A4 a una cara, con fuente Arial igual o superior a 10 puntos, interlineado simple y márgenes de 2,5 cm.</p>
<p>16</p>	<p>July 15<sup>th</sup>, 2014</p>	<p>In the Section 3.1.1.6 of the document DECIPHER_InvitationToTender it is stated: ‘The abovementioned descriptions required under this Section 3.1.1.6 (vii) <b>shall not contain any reference to absolute values.</b> These descriptions shall be broken down in percentages. Any reference to absolute values shall provoke the exclusion of the Bidder</p>	<p>The Financial Feasibility consists of the ‘Description of the analysis of the research and development costs structure of the proposed solution, comparing the allocations of the different types of expenditures and investments (...) Description of the financing plan of the proposed solution (if any)’ (Section 3.1.1.6 of DECIPHER_InvitationToTender,). The relevant Envelope B chapters, where no reference to absolute values shall be made, are the chapter <b>4 - Implementation</b> described in the Section 3.1.1.6 (vii) and the <b>Attachment</b> described in the last paragraph of this same Section and that could be considered an Annex of the Technical Offer (Envelope B).</p>

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		<p>from this PCP. ‘ The Section 3.1.1.6 (vii) refers to the Financial Feasibility, but in the description of the content of the <b>Envelope B</b> there is no specific section dedicated to the Financial Feasibility. Could you please clarify when the above statement applies?</p>	
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