



CPVO · OCVV

Community Plant Variety Office
Office Communautaire des Variétés Végétales

FAQs (Frequently Asked Questions / Foire Aux Questions)

TITLE OF THE CONTRACT

Web Content Management System and Website Upgrade

Internal Reference No: 2015-08/WEB-UPGRADE

EU Official Journal No: 2015/S 233-422700 of 02/12/2015

DATE	QUESTION	RÉPONSE / ANSWER
03/12/2015	Il est indiqué que le CMS doit être basé sur Joomla : est-ce une condition obligatoire ?	Voir le paragraphe 3.3.3.a) des spécifications : “[..]La proposition se basera sur la version stable la plus récente du SGC Joomla! au moment de la mise en œuvre du projet [...]”
16/12/2015	Is there any financial offer form we must fill? Should we use a special format to express the final price of the proposal?	There is no financial offer form to fill. There is no special format to express the final price.
16/12/2015	The tender specifications say that the new website must be in production at the end of third quarter of 2016. We would like to know what is the specific duration of Lot number 1.	The duration of Lot 1 shall be between the date on which the contract is signed by the last party and the 30th of September 2016.
23/12/2015	In section 2 of the tender specifications it is stated that “Multilingual content will be proposed according to the internal competences”. Could you please further elaborate the meaning of this sentence? Could you please clarify whether you refer to the internal language competences of the contractor?	The reference is to the internal language competences of the CPVO staff.
23/12/2015	Could you please indicate whether the costs associated with the translation of the new content proposed for the CPVO website should be borne by the contractor and should be included in our financial offer? The new content added in the CPVO website should be translated in Spanish (es), German (de), French (fr) and Dutch (nl) official EU languages?	The costs associated with the translation of the new content shall be borne by the CPVO.

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23/12/2015	<p>CPVO website is integrated with the following extranet applications and databases :</p> <ol style="list-style-type: none"> 1. e-filing website application 2. Applications and titles in force (Client Extranet) 3. CPVO database on PVR case law 4. CPVO Variety Finder database <p>Could you please further elaborate on the level of integration of these applications and databases in the new CPVO web site? Do you expect that this will be the same with the current one? Could you please clarify whether a simple URL redirection should be implemented to the existing extranet applications and databases or a full integration of their content to the new CPVO website is expected?</p>	<p>The public website only incorporates links to the restricted areas of the CPVO. Simple URL redirections will be sufficient.</p>
23/12/2015	<p>Could you please provide us with a list of the plugins/modules/extensions which are already installed in the current version of the Joomla CMS. Please also indicate what kind of optimisations and configurations have been already performed in these, if any.</p>	<p>Current modules (and associated default plugins) used in current Joomla 2.5:</p> <ul style="list-style-type: none"> • ACY Mailing (mailing lists manager) • FaLang (translations manager) • swMenuPro (menu manager) • three small custom modules to pull out business specific data (Technical Questionnaires and Protocols, Examination fees and Gazette archives) <p>Current plugins:</p> <ul style="list-style-type: none"> • FaLang missing language
30/12/2015	<p>In case of subcontracting, can you please specify, which are the administrative documents that you need (e.g. proofs of exclusion criteria/selection criteria) from the subcontractor?</p>	<p>The same rules apply to the subcontractors as to the main tenderer. They have to be clearly identified and the candidate has to prove (with a contract, an agreement signed or any other evidence) that they have at their disposal the necessary resources for the performance of the contract. This means that they have to provide for their possible subcontractors, the same proof of evidence as for themselves plus a proof of a contract/convention/undertaking certifying they could count on them for the purpose of the future contract.</p>
04/01/2016	<p>Should the E-filing service and CPVO Variety finder applications available at the CPVO extranet (https://cpvoextranet.cpvo.europa.eu) be considered as part of the current website and then to be renewed in their layout and content?</p>	<p>The e-filing service and the CPVO Variety finder are not part of the public website. However, the proposal for the new layout of the public website shall be clear and complete enough as to allow the CPVO to implement it on other web applications in order to preserve the general coherency of e-services.</p>
05/01/2016	<p>Is standard "Declaration of honour on exclusion criteria and absence of conflict of interest" sufficient or should we make some</p>	<p>An example of Declaration of Honour is annexed to this document and will probably answer clearly your question. It lists all</p>



	special declaration? Is it necessary to provide some other evidence/supporting documents/extracts/certificates? [*Q1]	possible exclusion cases but also certifies the absence of false declaration or use of false documents for this specific tender. This document shall be established for the tenderer but also for possible sub-contractors.
05/01/2016	Point 12 - you've asked for "Declaration of no conflicts of interest" - does it mean we should prepare another separate declaration or it is ok to make it as part of Declaration of honour mentioned in Q1*?	A declaration of absence of conflict of interest shall be written separately of the document mentioned in the previous answer. No template is foreseen for this one.
05/01/2016	You don't ask for any special profiles in the realization team except of "head of the project" - is that correct?	The profiles in the realization team shall be adequate for the proper implementation of the project.
07/01/2016	La réponse doit-elle être formulée entièrement en langue anglaise ? (y compris les annexes éventuelles)	Voir le paragraphe 12 des spécifications: «[...]Elle peut être rédigée dans n'importe quelle langue officielle de l'Union européenne. L'attention des soumissionnaires est cependant attirée sur le fait que les langues de travail les plus utilisées au sein de l'OCVV sont l'anglais et le français.[...] »
07/01/2016	La réponse doit-elle nécessairement comporter des propositions graphiques (maquettes, wiframe) ?	Voir le paragraphe 11.3.1 des spécifications : « Lot 1 : Justification du projet - Compréhension des besoins de l'OCVV et de la nature des services demandés (peut être prouvée par une description conceptuelle, des modèles en vraie grandeur ou les deux) ; »
08/01/2016	To ensure transparency, it is common EU tendering practice to keep the administrative-technical offer separate from the financial, in different sealed envelopes. In such cases it is requested to enclose within the inner envelope the administrative-technical offer and a third envelope which contains separately the financial bid. Could you please confirm that this is required in the current open tender procedure too?	This is not required in the current open tender procedure. Administrative/Technical offer and Financial offer can be placed together in the same envelope.

