

Helsinki, 11/11/2011

Open call for tender ECHA/2011/104 – Relocation services for staff of ECHA

CLARIFICATIONS 1

Question 1:

Where can the forms for Annex III and IV be downloaded as there are links only to part of the forms? The rest are pdf's with no possibility to change/add text.

Reply: The Annexes III and IV are available on ECHA's internet as part of the draft framework service contract. These documents are for the tenderer's information only. The Annexes III and IV will be used for the implementation of the framework contract (see Point 2.8 of the Specifications). These contractual documents should NOT be filled in and provided by the tenderer in his offer.

Question 2:

Are these forms available in other languages as well? Where? Where can they be obtained from if not online?

Reply: The contract notice as well as the legal entity form and the financial identification form (for which the link is provided in the Specifications on page 9) are available in all EU languages. The rest of the tender documents are currently only available in English. Since the language in which the services must be provided is English and in order to decrease the costs relating to procurement of services, those are not automatically available in other EU languages.

Tenderers, who would need the tender documents in another language than English in order to be able to prepare their tender, need to request for a translation. It should however be noted that the translation of the documents will take from 2 to 4 weeks.

Question 3:

Does it affect rating if the offer is made in one EU language and some of the accompanying documents filled in English due to lack of templates in other languages than English.

Reply: No, this does not affect the rating. Nevertheless, as the working language of the Agency is English, it is essential that the tenderer is capable of working in English.

Question 4:

Are the tender specifications available in other languages than English? Where?

Reply: See reply to Question 2.

Question 5:

The contract notice states as scope of contract (II.1.5.) housing, registration and formalities. The tender specifications state only Property search (Package 1) and Basic package with additional operational services (Package II). Neither of these packages includes any registrations and/or formalities. Do you want these services, however, be included in the offer?

Reply: A detailed description of the services that are included in the Package I and Package II, can be found in Chapter 1.4, Description of deliverables, pages 4-6 of the tender specifications.

Only these deliverables mentioned in Chapter 1.4 are to be included in the offer.

Question 6:

Ref. page 5/65 point h. about cleaning cost: Supplier is supposed to organize and pay for the cleaning cost, are these costs reimbursable?

Reply: In case that the former tenant or landlord has cleaned the apartment carelessly, proper cleaning has to be taken care of by the Contractor. The costs regarding this cleaning are not reimbursable (Chapter 1.4, paragraph "h", page 5 of the tender specifications).

Question 7:

What sort of reports and documents other than order forms should be provided with reference to point 4.2 (only order form sample p. 41 provided in the specifications)

Reply: See reply to Question 1.

Question 8:

Project references: Is the detailed level of information (service descriptions, dates, value) mandatory? Such information fall in the category of company confidential information not be shared publicly.

Reply: In order to be able to assess whether a tenderer has the technical and professional capacity required for this framework service contract, the evidence (mentioned in the Specifications on page 12) has to be provided. Therefore the project reference form has to contain all relevant information to allow ECHA to assess the tenderer's capacity.

Question 9:

Will all documentation be kept confidential?

Reply: The Agency treats the offers confidentially.

Question 10:

What were the awarded relocation fees in the previous awarded contract?

Reply: This information can not be provided.

ECHA