

Helsinki, 31/05/2012  
D(2012)

## **CLARIFICATION 1**

### **Open call for tender ECHA/2011/150 Invitation to Tender No 2012/S 88-143630 Framework Service Contract for the Provision of Enterprise Content Management (ECM) Services and Solutions**

#### **Question 1.1**

Contract Notice, Section IV.3.2 Previous publication(s) concerning the same contract - Other previous publications, page 4/5 - "Notice number in the OJEU: 2011/S 134-222041 of 15.7.2011"

Administrative documents that should be submitted are same as in the cancelled Invitation to Tender (ITT) No 2011/S 134-222041. Provided that there is no change in the consortium and the Tenderers' situation, our understanding is that Tenderers are allowed to submit the same documents that have been submitted for the cancelled ITT. Please confirm our understanding.

#### **Answer**

*The administrative documents to be submitted as part of the bid in this Call for Tenders ECHA/2012/150 are the same as those submitted for the cancelled procedure ECHA/2011/66 provided that there is no change in the consortium and the Tenderers' situation and that the information contained in the documents remains valid.*

#### **Question 1.2**

Open Procurement Procedure – Invitation to Tender, point 5, page 2/3 – "Tenders must be signed by the tenderer or his duly authorised representative.. " Could you please specify if every page should be signed or initialled or signature is necessary on selected pages only (cover letter, forms, and specific annexes)?

#### **Answer**

*The original signature is requested on selected pages, i.e. cover letter, or when explicitly required by the form. The other pages of the tender shall be initialed.*

#### **Question 1.3**

Open Procurement Procedure Specifications, Chapter 4, Section 4.1 Preparation of the Tender, § 4.1.2.1.3 Selection Criteria documentation, page 28/52 – "The tenderer shall present evidence of the number of staff members having the following valid professional credentials by EMC Corporation or equivalent: ... The tenderer shall fill in the List of Certifications Form, clearly indicating the name of each person and whether such a person is member of the staff of the tenderer, of a partner in case of joint offers, or of a subcontractor. ... Tenderers may rely on experts with whom they maintain a non-permanent relationship in order to prove the ability to provide the necessary human resources to deliver the

*required services under the contract. In these cases, a signed declaration stating the commitment of the expert to working for the particular tenderer in the contract implementation in case of contract award will be required. ...*

*In addition, the tenderer shall present photocopies of the referred certificates.”*  
and

Open Procurement Procedure Specifications, Chapter 4, Section 4.5 Evaluation of the Tenders, page 35/52 – SELECTION CRITERIA, TECHNICAL AND PROFESSIONAL CAPACITY - “2.3 ... *Minimum staff with an EMC Proven Associate Credential (EMCPA) for Documentum Content Management / Documentum xCP or equivalent: 10 persons.*

and

*Minimum staff with an EMC Proven Specialist Credential for Documentum Content Management / Documentum xCP (EMCTA or EMCApD or EMCSyA or equivalent): 10 persons.”*

It is our understanding that the Tenderers are not requested to provide CVs during this tendering phase. The only documents related to our personnel and the corresponding certifications are: the referenced document entitled “echa\_2012\_150\_annex\_5\_3\_3\_3\_list\_of\_certifications\_en.xls”, which has to be filled with the relevant information, the signed work commitment declaration(s) in case of non-permanent staff, and the photocopies of the certificates. Please confirm.

### **Answer**

*Your understanding is correct. No CVs are requested as part of the offer during the tendering phase.*

### **Question 1.4**

Open Procurement Procedure Specifications, Chapter 4, Section 4.1 Preparation of the Tender, § 4.1.2.1.3 Selection Criteria documentation, page 28/52 – “*In addition, the tenderer shall present photocopies of the referred certificates.”*

If a Tenderer has staff members that have successfully passed the examination and are entitled to the official certificates, but official certificates have not yet been produced, are copies of letters certifying success in the examinations acceptable?

### **Answer**

*Concerning the evidence for selection criterion 2.3 (Professional Capacity), the Agency will accept a photocopy of the examination pass confirmation, as equivalent to the copy of the official certificate, in the exceptional cases of consultants who have successfully passed the required examination but still have not received the corresponding certificate of professional credentials.*

### **Question 1.5**

Open Procurement Procedure Specifications, Chapter 4, Section 4.5 Evaluation of the Tenders, page 35/52 – SELECTION CRITERIA, TECHNICAL AND PROFESSIONAL CAPACITY - “2.3 ... *Minimum staff with an EMC Proven Specialist Credential for Documentum Content Management/ Documentum xCP (EMCTA or EMCApD or EMCSyA or equivalent): 10 persons.”*

We understand that the Tenderer should have cumulatively 10 certifications from the above mentioned certifications (EMCTA or EMCApD or EMCSyA or equivalent), e.g. 10 EMCTA certificates are enough to cover this criterion. Please confirm that our understanding is correct.

**Answer:**

*A list of 20 professionals must be provided for selection criterion 2.3. The given minimum numbers concern the personnel and not the certificates possessed by it. Professionals having more than one of the certificates listed will be counted only once.*

**Question 1.6**

Open Procurement Procedure Specifications, Chapter 5, Section 5.1 Technical Documentation, § 5.1.2 - Basis for Technical Tender, page 40/52 - *"In particular the proposal for Service implementation and quality management shall include:*

- *Description of the proposed project management methodology and project management tools (max 2100 words)*
- *...."*

Our understanding is that the maximum number of words indicated per bullet does not include titles, diagrams, figures, figure captions, header and footer. Please confirm.

**Answer**

*Your understanding is correct. The maximum number of words regarding the different parts of the proposal for service implementation and quality management referred to in section 5.1.2.1 of the Specifications excludes titles, diagrams, figures, figure captions, header and footer texts.*

**Question 1.7**

Open Procurement Procedure Specifications, Chapter 5, Section 5.1, § 5.1.1 Technical Specifications, page 40/52 - *"The technical specifications are described in Annexes 5.1.2.1 and 0."*

In the above phrase, we replaced "0" by "5.1.2.2". Please confirm.

**Answer**

*Confirmed, this is a clerical error. The character "0" referred to shall be replaced with "5.1.2.2".*

**Question 1.8**

Open Procurement Procedure Specifications, Chapter 5, Section 5.1 Technical Documentation, § 5.1.2.2 - Technical proposal: proposal for the project plan for the ECHA Electronic Records Management System implementation scenario, page 42/52 - *"Provide a proposal for the complete project plan (project initiation document) (maximum 5000 words) for the delivery of a solution compliant with the scenario ... End-to-end timescale and milestones ... Estimation of person days per work package and per profile for the complete project. Each work package should include the estimation for each profile. Also totals for each work package, each profile and the whole project should be given."*

Could you please define the term 'End-to-end timescale'?

**Answer**

*"End-to-end timescale" refers to the time from the initiation of the project (start-up date to be assumed for 01/01/2013) until the go-live of the system, as mentioned in the text. Please refer to the last phrase of the first paragraph of the "Instructions for the scenario" on page 42 of the Tender specifications.*

**Question 1.9**

*Draft Framework Service Contract, Article I.11 – Use of Proprietary Software – "I.11.1. Unless otherwise specified in annex I or in the specific contracts, the Contractor is responsible for acquiring all software licenses needed in connection with the provision of services."*

Our understanding is that during the Contract execution, the Contractor can use ECHA's EMC Documentum licenses for the purpose of creating the development and test environment in its premises, so no additional Documentum software licence costs are needed for the Contractor. Also, the yearly maintenance fees of the Documentum software licences will be assumed by ECHA. Please confirm.

**Answer**

*Your understanding is correct. We refer to Annex 5.1.2.1 – Technical Specifications, section 4.3.2, boxed text on pages 12-13.*

**ECHA**