

Helsinki, 04/09/2014

Open call for tenders ECHA/2014/110

Framework Service Contract for the provision of Web services

Clarification 1

Question 1.1 :

The Tender Specifications, section 5.1.2.1 Section One: Administrative Proposal, point b) Evidence for selection criterion 2.2 (Project Capacity) states:
 "A detailed description of all the contract references must be provided using the attached form (see Annex 6.2.5). The information provided for each of these references shall not exceed 4 pages (Arial 10,A4)."

The above mentioned Annex 6.2.5 is an Excel file. The 4 pages provided for each of the references (12 pages as maximum) is an additional document to be written in Word format?

Answer:

As specified on page 26 of the Tender Specifications, under point b) Evidence for selection criterion 2.2 (Project Capacity), a detailed description of all the contract references must be provided using the Excel Form in Annex 6.2.5 to the Tender Specifications. The information provided for each of these references shall not exceed 4 pages (Arial 10, A4). After filling the Form with the information required and using the font Arial 10, the Form shall be printed. Page layout/settings can be adjusted for printing in A4 format.

Question 1.2 :

Annex 6.1.3 Pricing sheet, tab 2.1 'Cost Scenario Lot 2' shows the following:

Profiles (column g)	Price weighted per place of performance (in €) (column h) (same as column f)	Weight of profile (column i)
Project Manager	0.0	5%
Senior UX designer	0.0	10%
Web designer	0.0	40%
Graphic Designer	0.0	45%

Due to the nature of the tasks, our tentative workloads might be different from this estimation, so please specify if the outlined % of work that will be carried out for each profile during the scenario for lot 2 is a real assumption.

Answer:

The weight of profile (column i) in Tab 2.1 Cost Scenario LOT 2 of Annex 6.1.3 'Pricing Sheet' it is based on realistic estimation although will be used only for evaluation purposes and shall not be intended as a commitment of the Agency on future volumes or volumes distribution. Please

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refer also to section 5.4.3.2 'Financial award criteria and Final evaluation' of the Tender Specifications.

Question 1.3 :

The Invitation to Tender, point 3 section a) states:

a) either by post or by courier no later than 15/09/2014, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.

When making the submission by post or courier, the evidence of the date of dispatch shall be sent to the tenderer? In affirmative case, which should be the method (fax/mail)?

Answer:

Tenders shall be sent either by registered mail, courier or delivered by hand. For the detailed requirements, before submitting a tender, please read the instructions in section 5.1.3.2 'Requirements for submission' of the Tender Specifications. If a tender is sent by registered mail or by courier, the evidence of the date of dispatch will be attached on the outer envelope containing the Tender. Tenderers should receive a receipt for their records directly from the Post Office or the Courier at the time of dispatch.

Question 1.4 :

Tender Specifications, Section 5.1.2.1 Section One: Administrative proposal, Selection criteria documentation, Evidence for selection criterion 2.2 (Project Capacity), page 26/39 "...the tenderer shall present a list of three (3) projects finalised during the years 2011-2014 (up to the date for submission of offers)..."

and

Tender Specifications, Section 5.4.2 Stage 2 - application of selection criteria, page 32/39 "Minimum of three (3) projects for relevant services"

Questions:

a) Our understanding is that 3 projects are required at a minimum. Is there a maximum number of projects to present?

b) Our understanding is that the same 3 projects can be used for both Lots. Please confirm.

c) Our understanding is that we can provide projects that are still ongoing but went into production during the years 2011-2014. Please confirm.

Answer:

a) Three (3) project references for each Lot are required as evidence for selection criteria 2.2. There is no maximum specified.

b) Tenderers are allowed to use the same contract references across different Lots provided that the project meets the selection criteria 2.2 requirements specific to those Lots, as laid down in section 5.4.2 of the Tender Specifications.

Please note, however, that, as indicated in section 5.4 of the Tender Specifications, when bidding for more than one Lot the Tenderer is to be aware that, **to be awarded more than one framework contract**, he must demonstrate in the offer the aggregated financial and economic, professional and technical capacity defined in the selection criteria for both Lots together. Therefore, if bidding for both Lots the Tenderer shall submit **six (6) project**

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references, i.e. three (3) project references for each Lot.

c) A project for the delivery of a system that meets the requirements of selection criteria 2.2 Project capacity and has been formally accepted and approved in production during the period 2011-2014, up to the date for submission of offers, can be used.

Question 1.5 :

Tender Specifications, Section 5.1.2.1 Section One: Administrative proposal, Selection criteria documentation, Evidence for selection criterion 2.2 (Project Capacity), page 26/39 "...A detailed description of all the contract references must be provided using the attached form (see Annex 6.2.5). The information provided for each of these references shall not exceed 4 pages (Arial 10, A4)..."

Questions:

The attached form contains the 3 references in one worksheet (.xls). Our understanding is that each reference can be described in a separate worksheet respecting the page limit. Please confirm.

Answer:

It is possible to describe each project reference in a separate worksheet as soon as the structure of the Form is maintained for each reference. Please also refer to the answer provided for Question 1.1 above.

Question 1.6 :

Section 6.5: We note in the Checklist in Section 6.5 that the row concerning Technical and professional capacity refers to chapter 5.1.2.2 of the Specifications. However, chapter 5.1.2.2 relates to Section 2 of the tender - Technical proposal. We assume that the Checklist reference to chapter 5.1.2.2 is in error and that it should refer to chapter 5.1.2.1. Please confirm.

Answer:

Yes, this is a clerical error. The reference in the Checklist shall read 5.1.2.1.

Question 1.7 :

Chapter 5.1.2.1: As evidence of Economic and financial capacity, the annual accounts must be "certified by the tenderer." Please clarify what is acceptable as certification.

Answer:

A statement from the company's accountant/ chief financial officer certifying that the accounts are correct and complete is acceptable.

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Question 1.8 :

Section 6.5, Tender Specifications: The Checklist also indicates that the information on Technical and professional capacity is required from every participant in the tender (whether coordinator/group leader, group partner, single/main contractor or subcontractor). However, the Checklist indicates that two specific elements of Technical and professional capacity information - Reference sheets and Company information sheet - are only to be provided by the coordinator/group leader or single/main contractor. For absolute clarity, please advise if the other components of Technical and professional capacity information - page presentation on staff capacity, statement of average annual manpower, company presentation - are to be provided by every participant, by only certain types of participants or, for a tender group, provided in consolidated form covering all group members.

Answer:

Details on how to prepare a tender are in section 5.1. of the Tender Specifications. The tenderer shall submit the evidence for selection criteria to prove it meets the selection criteria requirements and can rely on the capacity of partners in a joint offer/subcontractors. The Checklist in section 6.5 of the Tender Specifications is provided only to facilitate the preparation of the tender by providing an overview of the documents that must be included **depending on the role of each economic operator in the tender** (coordinator/group leader in joint bid, partner in joint bid, single contractor, main contractor, subcontractor). **Some of the documents are only relevant in cases of joint bids or when subcontractors are involved.** Additional documents might be necessary depending on the specific characteristics of each tender.

Question 1.9 :

Chapter 5.1.2.1, Tender Specifications: This chapter states that "A detailed description of all the contract references must be provided using the attached form (see Annex 6.2.5). The information provided for each of these references shall not exceed 4 pages (Arial 10, A4)". Although "Arial 10, A4" is stipulated. Annex 6.2.5 as provided uses Calibri font. Please clarify which font is to be used.

Answer:

The font to be used is Arial 10. See also the answers provided to Questions 1.1 and 1.5 above.

Question 1.10 :

Chapter 5.1.2.3, Tender Specifications: There is no indication if the Pricing Sheet must be signed by the tenderer. Should this be signed, or will a signed cover letter to the tender suffice?

Answer:

Both options are acceptable.