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**Subject: INVITATION TO TENDER:
STUDY ON "THE FUTURE OF INTERCONNECTION CHARGING METHODS" -
SMART n° 2009/0014**

LIST WITH QUESTIONS AND ANSWERS

Question 1: Section 2.7. (Administrative section) of the Tender Specifications reads: "The documentary evidence required in accordance with part 2 section 2, section 3, section 5.1.3 and section 5.2 of the Tender Specifications must be included in the administrative section of the tender. What does section 5.1.3 and section 5.2 refer to?"

Answer 1: Section 5.1.3 should read **section 2.11** "Exclusion Criteria" (page 10). Section 5.2 should read **Section 2.13** "Selection Criteria" (page 13).

Question 2: Is Section 2.4 exhaustive and clear in indicating all the administrative documents required to take part to this tender?"

Answer 2: No, Section 2.4 is not exhaustive. Point 2.13 "Selection Criteria" (page 13) also mentions what docs should be submitted. Please keep in mind that missing information might lead to an offer not being selected for evaluation.

Question 3: Section 2.9. (Financial section) of the Tender Specifications reads: "a) Professional fees. The daily fee and total number of man/days for each category of staff working on the contract must be specified. The tender must also present a breakdown of professional fees for each section in Part 1 section 4."
Is the breakdown of professional fees required for each sub-section of Part 1 section 4, i.e. Deliverables, meetings and timetable?"

Answer 3: YES!

Question 4: Section 2.14.2. Price foresees that: "The price quoted must comply with the requirements laid down in Part 2 - section 4.3 above." What does section 4.3 refer to?"

Answer 4: Section 4.3 should read Section 2.9 "Financial Section" (page 8).

Question 5a: In section 2.13.1. Professional information, what is meant by “Declaration or certificate of enrolment in one of the professional or trade registers”?

Answer 5a: In the UK this would be the "Certificate of Incorporation" by the Companies House, or an equivalent document proving that your company actually exists. In other countries this would be a legal document proving that the company is registered in that country.

Question 5b: In which way does this differ from the document to be attached to Annex 2, "Legal entities", as evidence of the registration number, i.e.: "A COPY OF SOME OFFICIAL DOCUMENT (OFFICIAL GAZETTE, COMPANY REGISTER ETC.) SHOWING THE NAME OF THE LEGAL ENTITY, THE ADDRESS OF THE HEAD OFFICE AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES".

Answer 5b: Such a document, while being official, sometimes may not show the companies' address or other details. The legal entities form allows you to fill out all company details.

Question 5c: Or, in which way does this differ from the "*Legible copy of the of the statutes of the company*", also to be provided as part of the Administrative requirements?

Answer 5c: see Answer 5b above.

Question 6: Does this info need to be provided by all partners or would it suffice to be provided for the lead partner only?

Answer 6: Please refer to Point 2.4 on page 7 which exactly states what docs must be provided by a single tenderer, a lead partner, each partner and each subcontractor.

Question 7: Section 2.13.2. "Financial and economic capacity" of the Tender Specifications indicates as documentary evidence of the financial and economic capacity to be fulfilled by each partner a “Statement of overall turnover and turnover from contracts in the field of consultancy in electronic communications in the last three financial years.” Does this effectively rule out companies with less than three years of life as potential partners in a joint bid?

Answer 7: No, companies with less than three years of life should submit a statement of overall turnover and turnover from contracts in the field of consultancy in electronic communications for the financial years they have been in existence.