

Call for tender reference 2015 ECFIN 018/B – Annual Accounts

Clarification during tender stage on FAQ

Q (1): Can we get the annexes to the specifications in a word format?

A (1): The documents have been published in PDF version for security reasons.

Can we kindly recommend you to print out the three following mandatory documents from the specifications and to fill them in manually?

Annex 1 - DECLARATION OF HONOUR

Annex 2 - COMPULSORY REPLY FORM FOR THE FINANCIAL PROPOSAL

Annex 3 - COMPULSORY TECHNICAL REQUIREMENTS QUESTIONNAIRE

For Annex 3, if you have additional comments/documentation to the boxes to tick as "YES or NO", you may add them separately taking care that the presentation of the tender will allow evaluators to easily make the links between your additional information and our questions/requirements.

Q (2): Can you please explain the differences in budget:

In the technical specifications you mention volume of the contract maximum 120.000/year and

on the homepage of TED we see the following message:

"4)Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement: Estimated value excluding VAT: 2 000 000 EUR"

A (2):

1) The amount of 2.000.000 euros mentioned in TED relates to the point 3.2 and 3.3 of the specifications. This is the maximum amount that will be indicated in the Framework Contract that will be signed with the winner of the call for tender procedure, in case of award of the contract. The Framework Contract will have a duration of four years and may be used by DG ECFIN and possibly by others Directorates Generals. ***Please note that the total value of the Framework Service Contract (2.000.000 euros) depends on the quantities the Directorates-General will order. The Commission cannot at this stage commit itself to exact quantities to be ordered.***

2) The amount of 125.000 euros/year (600.000 euros over four years) is mentioned in the specifications at point 2.6.5. It relates to the requirements for the financial offer that will be used for the evaluation and comparison of the tenders, and annexed to the Framework Contract in case of award of the contract.

As indicated at point 2.6.1 of the specifications:

"The tenderer is asked to provide the mandatory price schedule in Annex 2, which will be taken into consideration for price evaluation (see point 2.4.7). The price schedule must be provided for a number of 20 users at least, located on both geographical sites of DG ECFIN (Brussels and Luxembourg) covering the delivery of data as described in sections 3.7.1.1, 3.7.1.2, 3.7.2, and 3.7.3, but excluding price supplement related to the requirements marked as "options" under sections 3.7.1.2 and 3.7.3.9. The access for at least 20 users can be organised via single user licences, site licences or a concurrent licence system, whatever is financially most advantageous. The price schedule must be signed by the tenderer or his duly authorised representative. The price schedule submitted with the offer will be annexed to the Framework Contract."

Q (3): The tender at hand is more complex than previous tenders of the European Commission, in terms of the technical requirements (it includes a very detailed list of requirements) as well as commercial structure (covering multiple DGs). Given this complexity, we request to give suppliers more time to prepare their proposal, and to extend the deadline for submitting proposals with three weeks.

A (3): Although we are fully aware of the complexity of public procurement, the Contracting Authority cannot satisfy the request by prolonging the delay for submitting tenders.

However, please find below some clarifications to your concerns:

1) The mandatory requirements

- As mentioned at point 3.2.4 of the tender specifications, the contract is mainly dedicated to DG ECFIN users:
 - o The price schedule as requested at point 2.6.1 only concerns services that relate to DG ECFIN needs:
 - A technical offer must be presented with the requirements as described at point 2.6.1 and its cross-references. The technical offer will be evaluated according point 2.4.2 of the specifications.
 - The Annex 2 must be filled in accordance with the services offered in the technical offer presented by the tenderer. The Annex 2 will be taken into consideration for the financial evaluation; in the formula as indicated at point 2.4.7 of the specifications.
 - The Annex 2 and the technical offer thereof will be attached to the Framework Contract.

2) The optional requirements

- As mentioned at point 3.2.4 of the tender specifications, the contract, after an additional negotiated procedure, might be used by DG ECFIN and other directorates general for the services requested (not only those specified at point 2.6.1 but all the services as described at point 3.7) as well:
 - The additional pricing information requested at point 2.6.2 could be used in the framework of a negotiated procedure as mentioned at point 3.3.3 after the signature of the Framework Contract, with aim to add similar services to the Framework Contract, by mean of an amendment to the Framework Contract.
 - This additional pricing information requested is optional for the tenderers, but useful to have for the Contracting Authority as information in the preparation of a possible additional negotiated procedure.
 - This additional pricing information will not be taken into consideration in the evaluation of the offers with regards to point 2.4 of the specifications.
 - The additional pricing information will not be annexed to the Framework Contract.
 - As a suggestion, the additional pricing information as requested at point 2.6.2 might consist for the tenderer in providing a price list of its existing services.

Please note that the content of the tender is described at point 1.5 of the specifications. Please be careful on the mandatory requirements and documents when submitting an offer.

Finally, the deadline and address for submitting the tenders are indicated in the letter of invitation at point 3.

Q(4) Can you please clarify the budget per year and the total contract value over 4 years ?

At point 2.6.5 of the specifications, you mention under Budget Allocation : “ The annual budget for services as requested in point 2.6.1 should not exceed 125.000 euros/Year (600.000 euros over four years).” **Should we read 125000 x 4 = 500.000 Euros over 4 years or shall we read 150000 x 4 = 600.000 Euros ?**

A (4) There is indeed a mistake in the paragraph 2.6.5 of the specifications.

The Contracting Authority confirmed its intention that the annual budget for services as requested in point 2.6.1 should not exceed 125.000 euros/Year.

However, as a consequence, the amount into brackets must be replaced by 500.000 euros over four years instead of 600.000 over four years.