

European public procurement form for publication
SIMAP internal reference: 2008-003199

1. In art. III of Tender Specifications, you state that the tender has to be structured in three sections: Administrative Proposal, Technical Proposal and Financial Proposal.

Do you mean that you require three separate bound documents, in particular a separate one for the Financial Proposal, or do you prefer only one bound document (assembled and organized in a coherent fashion)?

Answer: No particular request for bonding but an organized document.

If we have to present three separate documents, could you please specify where we have to enclose Annex 4 (declaration by the tenderer), the references required for the economic and financial capacity and the references required for the technical and professional capacity?

Answer: All administrative documents are to be added to the Administrative Proposal

2. Do you accept simple photocopies of the balance sheets or do you require the notarized copies?

Answer: We accept copies of balance sheets without notarization

3. In the Financial Proposal, do we have to specify other categories of costs, such as overheads, travel, etc or do you prefer a fee rate per day including all kind of expenses?

Answer:

According to the tenderer specifications, prices must be fixed amounts and include all expenses, such as travel expenses and daily allowances. Only this amount will be taken into account for establishing the quality/price ratio of the offers.

However, the tender must also specify:

- The total labour costs;
- The daily rates and total number of days (man/days) each member of staff will contribute to the project;
- Other categories of costs, indicating the nature of the cost, the total amount, the unit price and the quantity.

This breakdown may be an additional element for the evaluation of offers.

4. Do we have to sign all pages of the Proposal? **Yes**
5. Do we have to sign the CVs? **No**
6. Our Company is considering submitting a tender. One of our employees is a member of the Board of Directors in a major oil company and has held important positions in another oil company. Could this be regarded as subject to a conflict of interest? I would be very grateful if you also could be specific about whether you think that it would disqualify us from winning the contract and thereby hinder our participation in the tender process. If we would win the contract, he will naturally not be involved in the project.

Answer: The Commission could consider the existence of a conflict of interest if any of the persons involved in the performance of the contract is currently bind by any mean to an oil company. The successful tenderer must in any case comply with the confidentiality clause of the contract (see Article II.9 of the draft service contract).