

FREQUENTLY ASKED QUESTIONS

INVITATION TO TENDER No. MOVE/E1/2012-318

"Framework contract to provide support for the further development of EU air transport policy in relations with third countries and within the internal air transport market."

Time-limit for receipt of tenders: 18 Jun 2012

Q1. *I would need a clarification concerning a request of Annex 1 of the Tender Specifications regarding "Description of statutory social security cover and non-statutory cover (supplementary professional indemnity insurance)". I am a registered self-employed consultant with VAT number in Belgium and social security cover for independants (self-employed).*

Which are the documents that I need to submit for this requirement as besides the annual official proof of payment of my social security taxes related to self-employed persons (Attestation fiscale relative aux montants payés dans le cadre du statut social des travailleurs independants) sent by my social security organisation every year, I do not have any other document proving I am social security covered. Will this document suffice? If not, which would be the others?

R: Your proof of payment of social security taxes will be sufficient.

Q2. *Under Section IV.2.2 'Technical and professional capacity - Criteria and references required', it is specified that the tenderer must provide a "list of the main services and tasks delivered by the tenderer during the last 3 years".*

Can you give some precisions on the expression "during the last 3 years": do you confirm that any project in relation with the subject referred to in the tender that has had its completion in 2009, 2010, 2011 or 2012 is eligible under this criterion?

R: Any project started and completed between 2009-2012 is relevant in this case.

Q3. *It means that projects starting before 2009 and/or not yet completed are not eligible to figure as references? For instance we have a project that has started in 2008 and is still in progress, with some clear achievements in 2009, 2010 and 2011. Can we refer to that project provided we clearly indicate what has been achieved during the period 2009-2012?*

R: To further clarify the reply for Q2 the reply can be formulated: Any project started and completed between 2009-2012 or for an on-going project its' main services and tasks delivered during this period.

Q4. *Referring to the award criterion 2 "Methodology of work" under section IV.3.1. 'Evaluation of the technical offer': we understand that methodologies used can be outlined within the references (thus, in the section 1 "Administrative proposal") but do not necessarily have to be covered in a dedicated section of the technical proposal. Is this understanding correct?*

R: No. Anything to do with the award criteria has to be described within the technical proposal, as outlined in III.2.2.

Q5: Please confirm our interpretation of the latest date for submission. As long as we have evidence of dispatch in the UK on the 18 June 2012 with our supplier, this will meet the requirements. I am conscious therefore that the Tender submission may not be received until 19 June onwards and hence our request for your confirmation.

R: Yes. Your interpretation is valid.

Q6: In the composition of a consortium/grouping are there allowed non-EU companies (based outside EU with no branch in any of the EU MS)? What if a non-EU company has a branch which is based in a EU MS, is this allowed to participate in the bidding process?

R: All countries having ratified the WTO agreement on government procurement (GPA) are eligible. Tenders coming from non GPA countries may also take part of this tender but only as subcontractors.

Q7: In case of a company relying on the capacity of another entity, which would be the documents needed to prove to the contracting authority that it has the resources necessary for performance of the contract? Does this entity need to submit the same documentation as any other partner of the consortium?

R: Any economic operator willing to rely on the capacity of other entities should prove that it will have at its disposal the resources necessary for the performance of the contract for example by producing an undertaking on the part of those entities to place those resources at its disposal.