

Clarification Note #6

EUSPA internal reference: 321466

Procurement procedure: EUSPA/OP/16/25

Title: 'Administrative support services to EUSPA'

Question #19:

A. Regarding the number of man-days, is it possible to have requests for several person on the same day ?

B. In order to better adapt the offer and have similar data than the current provider, please send us, for the previous year and for each site, the number of persons requested per day and if possible the requested tasks. C. The estimated number of Man days stated in the table in the section 1.5 of the tender specifications does not match the annex I.F.1 - Lot 1. Can you please clarify what is the expected volume. D. Can you please explain the table with a white background (sum of FTE number) in the section 1.5 of the tender specifications. E. Can you please detail what you expect in the Q5 of the section 12.1 of the Qualitative Award Criteria. In Annex I.F.2 LOT 1 on sheet PCS A1 and PCS A2 is not mentioned the site in Netherlands, but in other documents is. Can you please explain why?

Answer #19:

A. It is possible to have requests for several service providers on the same day for different services (e..g they may be delivering services in support to different departments).

B. The average number of FTEs was as follows: 30 FTEs for Prague, Czech Republic, 1 FTE for France – Saint-Germain-en-Laye and 1 FTE for France – Toulouse. The services requested were as follows, subject to the specific needs of each department:

Services (as per corresponding FWC)	Description of requested activities (Indicative list)
<p style="text-align: center;">Service n.1</p> <p style="text-align: center;">Services related to organization of online/physical meetings and events related to Agency administrative functioning</p>	<p>Preparation of agenda, sending invitations, coordinating catering support, booking rooms (in an internal or external venue), preparing presence list, and other relevant services;</p>
<p style="text-align: center;">Service n.2</p> <p style="text-align: center;">Various clerical services</p>	<p>Drafting correspondence, preparing relevant minutes, reports, statistics, notes, presentations, updating databases, monitoring of work in progress, calendars/agendas, mails monitoring, proof-reading of documents, formatting of relevant documentation;</p>

<p>Service n.3</p> <p>Document management (electronic and physical archives)</p>	<p>Ensuring efficient archiving, preparing and coordinating internal validation workflows, registering of documents, managing incoming and outgoing correspondence, other administrative support and clerical tasks;</p>
<p>Service n.4</p> <p>Services of arranging business trips</p>	<p>Travel and accommodation booking, processing reimbursement claims in accordance with applicable rules; contacting the agreed provider and research for an optimal travel agenda, booking the flights and accommodation, collecting supporting documents for claims reimbursement, managing the reimbursement processes, processing related internal workflows etc.;</p>
<p>Service n. 5</p> <p>Administrative services related to corporate matters</p>	<p>Support to financial and human resources management, procurement, ICT and facilities – maintaining various databases, compiling requested input for various purposes i.e. preparing presentations, organizing team events, scheduling team meetings, taking minutes, booking rooms, inviting participants etc.</p>

C. See Corrigendum no 1.

D. See corrigendum no. 1

E. Via criterion Q5 the level of compliance to the contractual baseline – the draft contract text and the Security Aspect Letter (SAL) and the credibility of the related justifications / quality and consistency of the proposed alternative wording (see further p. 17 of section 15.6.1 of the Tender Specifications). Should the tenderer foresee the use of BIPRs, the quality of the BIPR declaration and the dependencies (if any) introduced via the use of these BIPRs shall be assessed. If no BIPRs are identified at the time of the tender submission – no BIPR declaration is to be submitted with the tender, but this situation must be made clear in the tender.

Question #27: With reference to question 85361 , is our understanding correct, that we only need to propose costs and financial proposal for Prague, Czech Republic?

Answer #27: See Corrigendum no 1. The bidders must fill in all required field of the financial proposal (annex I.7.F.1) for all locations specified therein)i.e. Prague, Saint-Germain-en-Laye, Paris / France, Toulouse / France, San Martin de la Vega, Torrejon de Ardoz / Spain, Noordwijk/ Netherlands. As provided in section 12.2.1 of the Tender Specifications, *“Omissions or additions with regard to the original format may lead to rejection from the tender procedure.”*

Question #28: May we kindly ask the Contracting Authority to provide an estimation of the number of Specific Contracts and the minimum duration of SCs?

Answer #28:

See also the answer to question # 17 (86137). The minimum duration of SCs is typically 12 months.

Question #29: So, if tenderers are obliged to have a valid permission to mediate employment under the laws of the place of establishment and proof of written notification to Labour Office, does this explicitly mean that he will be excluded from the selection process or that the FWC will not be signed with him?

Answer #29: The Contracting Authority has already addressed this matter in Clarification No. 3. Please refer to Question # 8 (85999) and Answer # 8 (85999). Where relevant to the legal framework in the Czech Republic, please also refer to Question # 9 (86001) and Answer # 9 (86001).

Question #30: Could you please confirm our understanding that Annex I.F.2 LOT 1 Cost Sheets_V1 needs to be provided for Prague only?

Answer #30: No, the Tender Specification require Tenderers to submit Cost Sheets using the template in Annex I.F.2 for each Lot for Tenderer and each of the subcontractors. In addition, Tenderers are required to provide a Fixed Unit Price for all locations listed in Annex I.F.1 for the relevant Lot.

Question #31: Could you please confirm our understanding that in Lot 1: Award Q4 Credibility and appropriateness of costing, just needs to be provided for Prague.

Answer #31: See Corrigendum no.1.

Further, Q4 is not limited to one location only. Award criterion Q4 concerns the overall credibility and appropriateness of costing. Moreover, the Tender Specification explicitly state that the completeness and quality of the information submitted in the Cost Sheets in Annex I.F.2. will be evaluated as part of Q4, and non-compliant cost sheets may lead to a lower score at the technical evaluation stage.

Question #32: May we kindly ask the Contracting Authority to confirm if our understanding is correct, that the requirements layed out in section 7 of the Technical Specifications only refer to Lot 2, and the Tenderer only needs to submit the Annex I.J - Part 2 when bidding for lot 2?

Answer #32: As provided in the first paragraph of section 7.1, the participation condition applies to both lots.

Section 7.1 of the Tender Specification (Annex I) sets out the participation conditions and explains that the criteria for the assessment are laid down in Annex I.J. (Parts 1,2 and 3), including a dedicated Annex I.J Part 2 to be filled by the Tenderer. It also specifies that, for the assessment of control, the filling-in, signature and submission of the Declaration of Ownership and Control (Annex I.J – Part 2) is required. Moreover, under ENVELOPE 1 – Administrative documents, tenderers must submit the Declaration of Ownership and Control (Annex I.J – Part 2, with the supporting documents required by this Annex) for each entity to which the Participation Conditions apply, as described in the Tender Specification. See Question #1 (84766).