

CLARIFICATION No 2
Related to tender No. GSA/OP/09/14 – “General ICT Support”

Question 1:

With reference to the Annex I.H, award criterion number 5, that describes how to calculate the points of award for that particular criterion, we assume that the scenario described below (in which the tenderer has less than 3 silver competences, but also additional gold ones) would results in 7 award points, as follows:

Competences	Contractor Level of certification
Application Development	Silver
Data Platform	Silver
Collaboration and Content	Gold
Communications	Gold

With the rationale used for the calculation being:

- 1 point for meeting minimum requirements (3 Silver): 2 Silver and 2 Gold
- 6 additional points for 2 additional Gold (3 points each).

In this scenario adding more Gold certifications will lead to add 3 award points for each (till a maximum of 15 points).

Could you please confirm that our assumption is correct, or otherwise kindly provide the correct number of points of award granted for the scenario explained above and the rationale used to calculate it?

Answer:

Tenderer’s assumption is not correct.

A Tenderer shall get 3 points for meeting the minimum of 3 Silver partnerships; no extra points if one of them is Gold. In addition, a Candidate shall get 1 point for every ADDITIONAL Silver partnership and 3 points for every ADDITIONAL Gold partnership. Therefore, in the above described case the Tenderer shall get 4 points in total.

Question 2:

With reference to the Annex I.H, award criterion number 4 “Gold Level of Microsoft partnership of the Tenderer in the Server Platform” and number 5 “Tenderer’s number of Microsoft partnerships

and their level (Silver Partner / Gold Partner) in the following competencies...”, **we assume that the competences of the subcontractors would also be added.** Please note we refer to the award criteria and not to the technical selection criteria where it is clearly stated that the Microsoft competences to pass the threshold must be provided by the tenderer.

Could you kindly confirm that our assumption is correct?

Answer:

The conditions of participation/ set-up of Tenderer are covered in sections 2.3.6 and 2.3.7 of Tender Specifications (Annex I to Invitation). The application of evaluation criteria (exclusion, selection and award) are covered in same document section 3- with explanations what is to be applied to sub-contractors. In the case of Award criteria (section 3.3.) – they shall apply on the Tenderer as a whole, i.e. on all economic operators involved in set-up of the Tenderer as a whole including sub-contractors.

The attention of Tenderers is drawn to the Tender Specifications requirement: “The Tenderer must indicate clearly which parts of the work will be sub-contracted and to what extent (proportion in %). The sub-contractor must not sub-contract further.” The setup proposed by the tenderer to provide the services will be assessed by the evaluation committee in Award Stage against relevant criteria as specified in Annex I.H (Table for Qualitative Evaluation relating to the Award Stage).

In the particular case brought in question -- means that in criterion number 4 the competences of subcontractors shall also be evaluated.

Question 3:

Electronic copy of the tender.

Section 4.5.5 of the Tender Specifications state the tender must be presented in four envelopes, having "Envelope 4" five CD-ROMs including the full tender documentation.

We understand the electronic file containing the financial proposal must be provided in the same CD-ROM of the other tender documentation, so it is not separated from the administrative and technical files.

Please confirm our understanding is correct.

Answer:

In order to clear the clerical defect included in section 4.5.5, the section “Presentation of the tender” shall read as follows:

“4.5.5 Presentation of the Tender

Tenders must be submitted in an envelope or parcel that should be sealed with adhesive tape, signed across the seal and carry the following information:

- the ref. number of the invitation to tender **GSA/OP/09/14** and the project title **“General ICT Support”**
- the name of the Tenderer
- the indication **“Tender - Not to be opened by the internal mail service”**
- the address for submission of tenders (*as indicated in section **Error! Reference source not found.***)
- the date of posting (*if applicable*) should be legible on the envelope

The outer envelope must contain three (3) inner envelopes, with the content specified in 4.5.2 above:

- **Envelope 1** - Administrative File;
- **Envelope 2** - Technical Proposal;
- **Envelope 3** - Financial Offer (including 1 CD-ROM with electronic Financial Offer);
- **Envelope 4** – Five CD-ROMs (each including full tender documentation with the exception of Financial Offer)

Applications shall be drafted in one of the official languages of the European Union, preferably ENGLISH.

Nota bene:

- It is strictly required that tenders be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.
- GSA retains ownership of all applications received under this procedure. Consequently tenderers shall have no right to have their tenders returned to them.”

Please note that the amendments of clerical defects are underlined for facilitation of reading by Tenderers.

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