

**CLARIFICATION NOTE #1****Procurement procedure: GSA/OP/02/15 – “DISPATCH”**

**Regarding question #5: Since the information related to this question is sensitive - the answer will be delivered by email (Clarification Note #1 - addendum) by [tenders@gsa.europa.eu](mailto:tenders@gsa.europa.eu) to all potential tenderers which provided the duly-completed annex I.B with the relevant supporting documents, and to whom access to the tender package has been granted. In case you have not received it within reasonable time- please contact [tenders@gsa.europa.eu](mailto:tenders@gsa.europa.eu).**

**Question #1: Could you please confirm that the deadline for submission is 26 June 2015?**

**Answer:** The deadline for submission of tenders is 26 June 2015 at 17.00 as stated in the tender specifications. Tenders shall be submitted in accordance with conditions of submission set in sections 4.5 and 4.6 of the tender specifications. The public opening of tenders will be held on 1 July 2015 11:00 AM (local time) in GSA premises in Prague. In this respect, a corrigendum of the contract notice –stating a deadline for submission of tenders on 26 June 2015 and an opening session on 1 July- was sent for publication to the Official Journal of the European Union (OJEU).

**Question #2: As per section 3.2.3 of the tender specifications, tenderers shall provide evidences that the proposed organisations duly meet the technical and professional capacity criteria T1, T2, T3, T4, T5 and T6. We understand that those evidences should be provided somewhere in the proposal. However, section 4.5.4 “Presentation of the Tender” does not provide any indication on whether:**

- those evidences should be provided as part of Envelope#1, #2 or #3;
- those evidences should be provided in a separate document or integrated within any of the requested proposal volumes (e.g.; technical proposal).

**A clarification from the GSA would be very much appreciated to ensure that these evidences are provided in the expected format and place.**

**Answer:** Evidence that the proposed organisations duly meet the technical and professional capacity criteria T1, T2, T3, T4, T5 and T6 shall be included as part of the technical proposal (envelope 2).

**Question #3: Declaration on confidentiality and absence of conflict of interest: As per section 2.12.7 of the tender specifications, the Contractor shall be “ready to sign a “declaration on confidentiality and absence of conflict of interest” with the GSA before commencing any service provision”. The template for such declaration is provided in Annex II.IX to the contract. However, section 4.5.4 “Presentation of the Tender” does not provide any indication on whether these declarations shall be provided with the proposal and, in the affirmative case, in which Envelope they should be included. A clarification from the GSA would be very much appreciated.**

**Answer:** Declaration on confidentiality and absence of conflict of interests shall be signed by any contractor’s staff member after signature of the direct service contract, not before. This will be applicable to any of the contractor’s staff performing the installation and maintenance of the equipment at GSA’s premises. However, as requested under section 3.1 of the tender specifications, please be reminded that tenderers (including all members of consortia and subcontractors) shall provide a duly completed, dated, signed declaration of honour (GSA-OP-02-15 - DISPATCH - Annex I.D - Template Declaration of Honour) as part of their administrative proposal (envelope 1).

**Question #4: A template to declare foreground IPRs is provided in Annex II.IV to the Tender Specifications. A pointer to this declaration is included in Annex IV of the draft Contract. However, section 4.5.4 "Presentation of the Tender" does not provide any indication on whether this declaration shall be provided with the proposal (as it is the case of background IPRs) and, in the affirmative case, in which Envelope they should be included. A clarification from the GSA would be very much appreciated.**

**Answer:**

Indeed, the format of declaration for foreground IPR will be an applicable document of the contract – to be used by the contractor during the execution of contract. At this stage, as the contract is not signed, tenderers are not requested to complete, sign and provide the form as part of their proposal.

**Clarification #5: please see note on top.**

**Clarification #6 from the GSA:**

The following provision of section 1.2 of the tenders specifications:

Last date on which clarifications are issued by GSA	4 June 2015	<p>All clarifications related to the Invitation to Tender document or Annex I.B will be published at: <a href="http://www.gsa.europa.eu/go/gsa/procurement">http://www.gsa.europa.eu/go/gsa/procurement</a></p> <p>Tenderers are advised to check this webpage on a regular basis.</p> <p>Any other clarification related to the tender package will be sent in writing only by email (email address: <a href="mailto:tenders@gsa.europa.eu">tenders@gsa.europa.eu</a>) to the tenderers having requested and accessed the tender package, as per conditions set forth in section <b>Error! Reference source not found.</b> of the tender specifications.</p>
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Shall be disregarded and replaced by the following provision:

Last date on which clarifications are issued by GSA	19 June 2015	<p>All clarifications related to the Invitation to Tender document, Annex I.B <u>or which do not include sensitive information</u> will be published at: <a href="http://www.gsa.europa.eu/go/gsa/procurement">http://www.gsa.europa.eu/go/gsa/procurement</a></p> <p>Tenderers are advised to check this webpage on a regular basis.</p> <p>Any other clarification related to the tender package will be sent in writing only by email (email address: <a href="mailto:tenders@gsa.europa.eu">tenders@gsa.europa.eu</a>) to the tenderers having requested and accessed the tender package, as per conditions set forth in section <b>Error! Reference source not found.</b> of the tender specifications.</p>
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