

## CLARIFICATION No 2

### Related to tender No. GSA/OP/07/13 – “Provision of technical assistance in the GNSS market technology monitoring, stakeholders’ marketing and economic modelling and forecasting”

- 23. Financial statement template** - Concerning the content of the ENVELOPE 1 - ADMINISTRATIVE DOCUMENTS and DOCUMENTS RELATING TO EXCLUSION and FINANCIAL AND ECONOMIC SELECTION CRITERIA (see page 27 of the Tender Specifications), the reference to Annex VII in the last bullet ("Financial and economic capacity documents") appears to be wrong. Annex VII refers to "Declaration of absence of conflict of interest and confidentiality" indeed, rather than to the financial statement template to be filled in. Which is the actual financial statement template to be used - if any?

**Answer:** please refer to answer n° 17 in clarification n°1 published on <http://www.gsa.europa.eu/gsa/procurement>

- 24. Daily fee quotation** - According to section 7.2 of the Tender Specifications, the tenderer shall submit daily fee quotations for all the staff profiles (project manager, expert/senior consultant, analyst/engineer). But the Tender Specifications document does not indicate where these fee quotations have to be included in the tender. Could tenderer assume to submit daily fee quotations as part of the Financial Offer (Envelope 3, page 28 of the Tender Specifications)?

**Answer:** Yes, please refer to answer n° 28 below.

- 25. Simulation exercise** - the total effort in man days (per profile and for each simulation exercise) is assumed to be included in the financial offer only. No such figures are included in the technical offer, where team composition is expected to be provided. Is this assumption right?

**Answer:** In the technical offer it is required to provide information on the organization of work and workload per category of staff while the price will appear in the financial offer. Please refer also to the answer 28 below.

- 26. Declaration of absence of conflict of interest and confidentiality** – we do not have a commercial relationship with the prime contractors under the work packages of the GNSS programmes. Are there other companies that we should check our commercial relationship and conflict of interest against, i.e. contractors involved at other levels in the work packages?

**Answer:** At this stage of the selection process, the tenderers should give the list of the entities involved in the GNSS programmes which they think might be concerned as a subject for conflict of interest and confidentiality and notify their relationship. More specific information might be requested on the later stage of contract implementation depending on the constraints related to each specific contract.

- 27. Award criteria** – Are all award criteria (pages 20-21 of the Tender Specifications) specific to the two simulation exercises or do some of the criteria (e.g. award criterion no. 1 on page 20 of the Tender Specifications) relate to the context of the framework contract in general? If the latter, which ones?

**Answer:** All award criteria are specific to the simulation exercises.

- 28. Financial offer** – pursuant to section 9.3.2 of the Tender Specifications, "no travel or any other, additional cost shall be included for the pricing of the simulation exercise". However, the simulation exercises require accounting for man days at the Agency's premises and/or outside of the tenderers and GSA offices, in accordance with the daily fee quotations prescribed in section 7.2, thus implicitly including travel expenses. How should we read the two sections together?

**Answer:** Travel expenses cannot be claimed for "on-site" performance neither at the tenderers offices nor at Agency premises in Prague. However, in case a specific statement of work requires traveling to other destinations, contractors will price travel expenses as a lump-sum in addition to the daily fees for missions outside of the tenderers and GSA premises (see table in section 9.5.1.2).

In order to concentrate competition on the fees it was decided that no travel or any other additional cost shall be included for the pricing of the simulation exercise. Nevertheless, if the scope of the simulation exercises require inclusion of the daily fees for missions outside of the tenderers and GSA premises this shall be indicated in the summary table of costs. Financial offer shall include:

A. Table provided under section 7.2 of technical Specifications:

<b>Expert profile</b>	<b>daily maximum fee</b> applicable for work performed on-site at the tenderers office(s)	<b>daily maximum fee</b> applicable for work performed on-site at the Agency premises in Prague	<b>daily maximum fee</b> for missions outside of the tenderers and GSA office(s) (without travel time)
Project manager			
Expert, Senior consultant			
Analyst, Engineer			

B. Financial offer for each simulation exercise which can be presented as follows:

C.

<b>Expert profile</b>	<b>Number of days</b>	<b>Daily maximum fee applied</b>	<b>Total</b>
Project manager	XXX XXX XXX	XXX XXX XXX	
Expert, Senior consultant	XXX	XXX	
Analyst, Engineer	XXX	XXX	
<b>Total</b>			