



**GSA/OP/09/16**

**"PROVISION OF SPECIALISED SUPPORT TO GSA'S MARKET DEVELOPMENT"**

**Annex I.G.2**

**TEMPLATE TABLE FOR TECHNICAL ANSWERS - LOT 2**

Ref: GSA/OP/09/16 Annex I

Issue: 1.0

Date: 02/02/2017



## References for tenderer

- **Basis documents for these forms: - general tender specifications (Annex I to the Invitation to Tender)**
- The tables below are expected to be filled in by the tenderer. Further explanations or additional enclosures to certain tables are encouraged or expected (as marked); all enclosures have to be numbered and referred to for the sake of clarity and consistency of the bid.
- By the signature under respective tables of answers the tenderer confirms that the presented information is true and valid and that the minimum requirements are respected.

<b>Submission of an incomplete bid may lead to exclusion from the procurement procedure.</b>
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To be eligible after having provided fulfilled legal and administrative requirements and passed the exclusion stage of evaluation, all the tenderers must have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this Invitation to Tender.

**(a) Economic and financial capacity**

Reference is made to section **3.2.2** of **Annex I** (general tender specifications) which shall apply to this lot.

**(b) Technical and professional capacity**

In relation to **section 3.2.3** of **Annex I** (general tender specifications), the technical and professional capacity will be evaluated with the supply by the tenderers of evidence of their technical and professional competence on the relevant domains; at least the evidence listed under the column 'Requirements' in the table below is expected.

If several service providers are involved in the tender, each of them must have and show that they have the professional and technical capacity to perform the specific tasks assigned to them.

All fields must be completed. Failure to meet the mandatory criteria may lead to exclusion from the procurement procedure.

**(b)1- Technical and professional capacity criteria**

Ref	Criterion	Tenderer declares to be compliant (Yes/No)	Evidence	Reference, section and page number of supporting documents provided by the tenderer.
<b>Lot 2 – S6</b>	Experience in project management of highly complex, innovative and high technology projects		Description of three (3) relevant examples of related tasks carried out and completely handled by the tenderer in the past 5 years.	
<b>Lot 2 – S7</b>	Experience in consulting projects related to GNSS technology.		Description of two (2) relevant examples of related tasks	



			carried out and completely handled by the tenderer in the past 5 years	
<b>Lot 2 – S8</b>	Experience in consulting projects related to the GNSS professional applications, i.e. high precision segments, in particular surveying, agriculture and timing.		Description of two (2) relevant examples of related tasks carried out and completely handled by the tenderer in the past 5 years.	

Stamp, date and signature of the tenderer:

**(b)2. – Staff and organisation**

Ref.	Requirement	Name of legal entity employing the proposed consultant	Exact job title of the proposed consultant (as mentioned in tenderer's organisation chart)	Profile / tasks to be assigned	Compliant to requirements S1 – S3 (please specify)
a)	Staff member no1 (Name..)	Ex: "AFWXYZ engineering services"	Ex: "Partner"	Description of: -staff profile ("PC", "SC", "JC")	Reference to the enclosed Curriculum



				-attributed tasks	Vitae*
b)	Staff member no2 (Name..)			Description of: -staff profile ("PC", "SC", "JC") -attributed tasks	Reference to the enclosed Curriculum Vitae*
c)	Staff member no 3 (Name..)			Description of: -staff profile ("PC", "SC", "JC") -attributed tasks	Reference to the enclosed Curriculum Vitae*
d)	Staff member no4 (Name..)			Description of: -staff profile ("PC", "SC", "JC") -attributed tasks	Reference to the enclosed Curriculum Vitae
e)	Staff member no5 (Name..)			Description of: -staff profile ("PC", "SC", "JC") -attributed tasks	Reference to the enclosed Curriculum Vitae*
f)	Staff member no 6 (Name..)			Description of: -staff profile ("PC", "SC", "JC") -attributed tasks	Reference to the enclosed Curriculum Vitae*
g)	ETC. Tenderers have to insert as many rows as necessary list as long as necessary				

\* The staff team is expected to cover all the relevant competence needed for a given activity, and the tenderer is required to allocate an appropriate number of staff members to perform all the tasks under the framework contract.



(c)3 The CVs of all experts proposed for Lot 2 shall have the following information sheet attached to them:

#### CURRICULUM VITAE COVER SHEET – Lot 2

##### Personal information

Name [ Surname, other name(s) ]

	Criterion	Compliance Yes / No	Evidence	Reference
<b>Lot 2 – S1</b>	Regarding each of the proposed dedicated <b>Project Manager</b> , each should provide individual evidence of: <ul style="list-style-type: none"><li>• At least 10 years' professional experience in consultancy of which at least 5 years of proven experience in project management for projects of similar size, complexity and international character related to technology development, launch of new products and services. The experience shall include overseeing project delivery, quality control of delivered service, client orientation and conflict resolution, management of team of at least 5 people</li></ul>		Description of the particular experience, involvement in a project (including area, subject, time period, way of involvement, role, etc.) demonstrating the compliance.	<b>Section / page of the CV</b>
<b>Lot 2 – S2</b>	Regarding each of the proposed dedicated <b>Senior Consultant</b> , each should provide individual evidence of: <ul style="list-style-type: none"><li>• Relevant higher education degree e.g. in engineering (telecommunications, aerospace, electronics are preferred) or economics. At least 6 years' professional experience in the field of strategic or technology</li></ul>		Description of the particular experience, involvement in a project (including area, subject, time period, way of involvement, role, etc.) demonstrating the compliance.	



	Criterion	Compliance Yes / No	Evidence	Reference
	consulting in GNSS or in downstream markets relevant for the selected Lot. Excellent communication and organizational skills.			
<b>Lot 2 – S3</b>	Regarding each of the proposed dedicated <b>Analyst</b> , each should provide individual evidence of: <ul style="list-style-type: none"> <li>• <b>Analyst:</b> relevant higher education, at least 3 years' experience in desk research, data collection techniques, analysis, presentation of data.</li> </ul>		Description of the particular experience, involvement in a project (including area, subject, time period, way of involvement, role, etc.) demonstrating the compliance	

#### **b(4) – Confidentiality and conflict of interests**

	Criterion	Compliance Yes / No	Evidence	Reference
<b>Lot 2 – S4</b>	<b>Confidentiality requirement</b>  Tenderer shall comply with the confidentiality requirements according to the provisions of section 2.4.10.1 of TS.		A signed by an authorised representative of the entity Non-Disclosure Agreement (NDA) according to the model provided in Annex I.K.	
<b>Lot 2 – S5</b>	At the moment of submission of the offer, tenderers shall not be in a situation of conflict of interest in relation to the subject matter of the contract they apply for, including (but not limited to) circumstances referred to in the GSA policy on prevention and management of conflicts of interest for staff and third parties (Annex II. V to the framework contract).		As per section 2.4.10.2 (1) of TS: <ul style="list-style-type: none"> <li>(i) declaration on absence of conflict of interests (Annex I.I) in particular (without limitation) in relation to previous and/or current involvement in the Galileo/EGNOS programmes.</li> <li>(ii) Moreover, the tenderers (each consortium member) shall submit a Declaration of</li> </ul>	





	Criterion	Compliance Yes / No	Evidence	Reference
			Honour (Annex I.E).	

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