

Clarification Note #2

GSA internal reference: 220795

Procurement procedure: GSA/OP/37/15 - Information and communication services for the European GNSS Agency (GSA) and the European Commission (EC) – 2 lots

Question #16: In Annex II.F.2, 3.3 Writing and design of a publication, could you clarify what the GSA expects for the source graphic files. Tenderers are only asked to give a detailed description of the brochure's content and not to mock up the brochure.

Is it correct to assume that the point on the source graphic files refers to an element tenderers must budget for, rather than deliver as part of their tenders?

Answer: Indeed, it is not required to mock up the brochure but to describe all element of the brochure content. Regarding the cost estimation, all costs involved in creating/producing the publication - from the concept to the writing and final design of a publication which is ready for printing, but not including the costs of printing shall be included.

Question #17: In Scenario 3.7 of lot 2, can the GSA confirm that promotional pins mean metal badges?

Answer: Yes, that is correct. The metal lapel pins with a small backing fastener typically used by organisations for logos, etc.

Question #18: In Scenario 3.7 of lot 2 – can the GSA confirm that sacks mean bags? If so, could you provide an example of the type and size?

Answer: The type of light bags/sacks that are commonly used for promotional campaigns to insert literature and can be used afterwards. The tenderer is expected to offer type, design, material and quality it finds most suitable for the purpose. The offer shall specify the type, design, material and the price of the bag/sack proposed.

Question #19: Can freelancers commit to several tenderers?

Answer: the economic operators are free to choose the way they will participate in a tender, provided the principle of fair competition is duly respected. The contracting authorities reserve the right to verify the compliance to such principle at any time following the submissions of the tenders. Subcontractors shall fill in an individual Annex II.G – Letter of Intent for each tenderer they intend to support.



Question #20: Does the GSA consider as a subcontractor or as a simple member of the core team, an independent person who invoice a tenderer for his/her performed services (short or long term missions, spot or continuous periods). He/she is indeed not a proper employee in the traditional sense but does work (« alone ») as a team member in the same way as an employee of the company. These persons have systematically signed a non-disclosure agreement with the tenderer to avoid any conflict of interest and they have commonly agreed upon his/her mission description, roles and responsibilities before any collaboration.

Answer: Natural persons that are not employees of the contractor may participate to the tender either as a subcontractor or as consortium member would the tenderer be a consortium. It is up to the tenderer's to choose the structure it wants to adopt. Please keep in mind the applicable contractual provisions.

Question #21: There seem to be some inconsistencies in the first section ('2.1. Development and maintenance of websites') of the price schedule (Appendix I to Annex II.F.2). How could a webmaster based in the contractor premises (line 2.1.4.1) be possibly required for a 3, 6 or 12-month in-house placement? We understand that no price should be provided for those three combinations. Could you confirm our understanding is correct and, possibly amend the price schedule accordingly? Moreover we understand that no price at all should be put in the cells corresponding to line 2.1.4 'Webmaster', given that this profile is purely generic and is split into two specific profiles (lines 2.1.4.1 and 2.1.4.2). Could you confirm our understanding is correct, and possibly amend the price schedule accordingly?

Answer: See updated Appendix I to Annex II.F.2 published following Clarification note #1. No price shall be given in those cells, which are not editable anymore.

Question #22: In Annex II.F.1, article 3.1 (Scenario 1) a reception needs to be held for 300 people in the exhibition space? Where is this exhibition space located exactly?

Answer: The scenario refers to an exhibition to be held in the GSA stand at the "ATM World' air traffic management event" in Madrid. Please refer to full text of the scenario.

Question #23: In Annex II.F.1, article 3.1 (Scenario 1) the available space is 30m2. Can you also tell us the width and length of this available space?

Answer: Stand space is normally purchased by square meter. The stand in the scenario is 30 m2, tenderers are free to propose dimensions.

Question #24: In Annex II.F.1, article 3.3 (Scenario 3) a concept needs to be made for the available space. Is this location in Brussels already known, so we also know what the available space is?

Answer: No venue for the event has been selected. It is up to the tenderer to propose a suitable venue for the evaluation scenario.

Question #25: Our consortium members are based in the Czech Republic. According to the Czech law, official balance sheets do not need to be audited by external auditors. Are we obliged to undertake the external audit process for each consortium member, regardless of its size? And if so,



can we provide affidavit for the tender purposes and audit the documents in case we win the tender?

Answer: In general if, for any reason, the tenderer is unable to provide the documents as requested by the GSA, it may prove its economic and financial capacity by any other document which the contracting authority considers appropriate. Official balance sheets not audited externally due to applicable national legislation can be used by the companies concerned.

Question #26: regarding the events specified in the 3. Scenarios, p. 4-7: How many events, similar to 3.1 Presence at an aviation event in Madrid, do you expect per year? Will the events be held in Europe only? How many events, similar to 3.2 Small exhibition stand in Prague do you expect per year? How many events, similar to 3.3 'European Space Solutions', do you expect per year?

Answer: The hypothetical frequency of scenarios that may occur during the contract year can be found on page 29 of the tender specifications.

Question #27: If a company will be part of a consortium for LOT 1 and a part of another consortium for LOT 2, the company shall provide all documents required for each tender proposal separately (i.e a complete set of documents for LOT1 as a consortium A member and a complete set of documents for LOT2 as a consortium B member)?

Answer: Yes. The evaluation of both lots will be made separately and therefore, the offers provided by the tenderers shall be fully complete for both lots.

Question #28: Pages 24 and 27 of the tender specifications refer to a project manager with at least 5 years of experience. Does this refer to position 2.2.1.1 of the price grid or to position 2.2.1.2 which is project leader / coordination? What is the difference between the two positions?

Answer: 3 types of management is generally adopted in such projects: (i) the overall senior person responsible for the contract ('Project Leader'), (ii) a day-to-day contact involved in all aspects of the project (Project Manager), and (iii) sometimes a person that is involved in the details of a specific action/activity (Project Coordinator). This structure and its deployment are up to the tenderer to define/recommend the working set-up it feels is more suitable for the project. However, as stated in the tender specifications, the day-to-day contact (Project Manager) shall have at least 5 years of experience.

Question #29: Section 2.4.10 – Minimum requirements. Please could you inform us where these points should be addressed in our tenders? Will they be evaluated during the selection stage or award criteria?

Answer: The minimum requirements will be assessed after the selection stage and before the qualitative award criteria. Information regarding the minimum requirements shall be put in the Technical Proposal as mentioned in Article 4.5.3 (3) of the tender specifications.



Question #30: Can you confirm that the financial offer consists of (1) the completed unit price schedule included in Appendix I to Annex II, and (2) of the scenarios, including scenario cost estimates?

Answer: Financial offers consist of (i) the unit price schedule (Appendix 1 of Annex II.F) and (ii) only the cost estimates of the scenarios.

Question #31: Are the scenarios, especially the description of approach and timetable and the mock-ups of deliverables, subject to evaluation under the qualitative award criteria? And if yes, should parts of these scenarios be included in the technical offer rather than in the financial offer? And what would be the relative weight of these scenarios in the technical evaluation of tenders, compared to other information provided as part of the technical offer?

Answer: See answer to question #7 and 8 published in Clarification note 1.

Question #32: Can you please confirm that the financial evaluation of tenders will be based solely on the weighted sum total of the scenarios and not on the price schedule included in Appendix I to Annex II?

Answer: Yes, as described in Article 3.3.2. of the tender specifications. Unit prices set out in Appendix I shall be used to price the scenarios and these unit prices shall be applicable throughout the duration of framework contract.

Question #33: Appendix I to Annex II.F.2 requires tenderers to indicate the “number of man-days” and the “quantity” of items. How can tenderers define such quantities without clear information about the planned scope, duration and complexity of activities to be implemented over the course of the four-year framework contract?

Answer: See new Appendix 1 published where quantities have been removed.

Question #34: Also, in the first section of Appendix I to Annex II.F.2 tenderers are required to indicate costs for 3-month, 6-month, and 1-year in-house placements. Do placements refer to staff working inside GSA headquarters? And how does this then reflect on budget items 2.1.4.1 and 2.1.4.2?

Answer: See new Appendix 1 published where only placement at GSA headquarters is editable.

Question #35: Annex II.F, section 1.2, specifies the structure of the scenario cost estimate tables. This makes specific reference to “reimbursable expenses”. What are considered reimbursable expenses and what does the GSA expect to be included in these tables, also considering that section 1.2 describes some cost items as reimbursable expenses that “shall not be quoted”?

Answer: The definition of reimbursable expenses can be found in Article I.3.4 of the draft contract. As explained in Section 1.2, shall only be quoted as reimbursable expenses related to travel, subsistence, purchase of rights of photographs and web domains.

Question #36: Annex II.F.2, section 3.3, refers to the writing and design of publication. Do you here expect tenderers to develop a mock-up of the complete publication, albeit without specific text content?

Answer: See answer to Question #16 above.

Question #37: Annex II.F.2, section 3.5, refers to the creation of a visual identity. It reads that the “The visual identity should include a branding platform, a logo and a slogan.” Can the GSA explain what is here meant by “branding platform”?

Answer: The ‘branding platform’ refers to the rules/specification on how the logo/visual identity should be used/applied on various media.

Question #38: On page 22 of Annex II (tender specifications), you write that “sub-contractors must satisfy the eligibility criteria applicable to the award of the contract”.

However, these eligibility criteria are not defined in the rest of the text of the document. Could you further define the eligibility criteria that sub-contractors must satisfy?

Answer: Subcontractors shall satisfy the participation conditions (Article 2.4.6. of the tender specifications), the exclusion criteria (Article 3.1 of the tender specifications) and selection criteria S1 (Article 3.2 of the tender specifications). If the tenderer relies on sub-contractor to pass the other selection criteria the subcontractor needs to satisfy the relevant element of selection criteria as well.

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