

**CLARIFICATION NOTE #1**

**Procurement procedure: GSA/OP/03/18 – “Provision of guarding and reception services for the GSA HQ”**

**Question #1:** With regards to Lot2, in tender specifications section 2.3.3.3 there is no requirement for a language certificate for the Service Manager position. However, in section 2.4.5 of tender specifications foresees that all proposed personnel level of English must be proven by a certificate issued by an officially recognised institution. Does this mean that even for the Service Manager position tenderers are required to submit his language certificate?

**Answer:** No, the knowledge of English language at B2 level for the Service Manager position required by section 2.3.3.3 does not need to be proven by any certificate. Submission of such certificates as mentioned in section 2.4.5 of tender specifications is required only when explicitly requested in tender specifications in sections describing requirements for specific profiles.

**Question #2:** Can the supporting documents mentioned in section 3.2.1. of tender specifications under “to be evidenced by” section be submitted in Czech or they must be translated in English? In this latter case, shall the translation be certified?

**Answer:** Supporting documents mentioned in section 3.2.1. of tender specifications under “to be evidenced by” section can be submitted in the language in which they have been issued by competent Authorities.

**Question #3:** With regards to selection criterion S6 for Lot1, could you please clarify if the three years minimum required experience shall be interpreted as three years in total or three consecutive years?

**Answer:** The required three years of experience can be non-consecutive.

**Question #4:** With regards to set minimum requirement no. M1, could you please clarify how many CVs shall be submitted for Lot2?

**Answer:** It is left up to tenderers to decide how many CVs to propose in their tender.

- End of document -