

Clarification Note #1

GSA internal reference: 261658

Procurement procedure: GSA/OP/21/20 Provision of catering services

Question #1: What was the financial volume of all orders (events) for the years 2020 and 2019?

Answer #1: In 2019, the total amount ordered was for approximately 47,150 EUR. Due to the Covid pandemic, the amount in 2020 was lower and it accounted for 5,582 EUR.

Question #2: What documents should be delivered under Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance)?

Answer #2: In case you are applying as a natural person, you are requested to provide information on your compliance with the national legislation regarding social security and any professional indemnity insurance you might have. No documents are requested to be provided at this stage.

Question #3: For criteria T1, is it acceptable to have several short-term contracts that cumulatively amount to the requested amount or must each contract cover the three-year period?

Answer #3: The tenderer has to have at least 3 years of experience in the field of the contract. The experience may be proven with several short-term contracts, but these separate contracts have to prove the experience was obtained over the whole period of the last 3 years.

Question #4: In Annex I to Invitation to Tender in Part 4.3.1.(3) there is an Error. What document are we expected to provide?

Answer #4: The tenderers are to provide a duly filled in, signed and dated Annex I.A. (one per tenderer including all the legal entities involved in the consortium and subcontractors and containing, where appropriate, as many sections as legal entities involved) and Annex I.B - one per economic operator (i.e. tenderer, all consortium members, all subcontractor(s), if any).

Question #5: Is it possible to submit the application only on paper or is using a digital media (CD, DVD, USB) a must?

Answer #5: The tenderers may also submit the application only on paper, except for the tasting menus.

Question #6: How soon after the signature of the contract is the start of provision of services expected?

Answer #6: The services may be ordered as soon as the contract is signed, depending on the needs of the Contracting Authority.

Question #7: Regarding the tasting session, is it possible to prepare the two packages by our personnel on site to show the presentation of the dishes? Or does it have to be delivered already made? What about the hot dish that is supposed to be a part of Package D, should it be provided hot or ready to be reheated?

Answer #7: For the tasting session the packages have to be delivered already prepared and the tenderers will not be able to finish the preparation or heat up the dishes on site. The hot dishes should be provided warm if possible, however it is understood that not every tenderer can ensure this for the tasting session (eg. if the tenderer is not based in Prague).

Note that answer only relates to the tasting session during the evaluation of the tenders. Should the hot dishes be ordered during the contract implementation, the tenderer will be expected to deliver the food hot or be able to warm it at the site with their own equipment if needed.

Question #8: In Annex I to Invitation to Tender in Part 4.3.1.(4) the link is not working. Can you provide the correct link?

Answer #8: The document can also be found here: https://ec.europa.eu/info/publications/legal-entities_en

Question #9: With regard to Annex I, 3.4.1, Q2 – Case study, are the tenderers expected to describe a „service sequence” of sample event (from arrival, set up, service, dismantling) and general rules, samples of used equipment etc.?

Answer #9: Yes, this is expected.

Question #10: The tasting is supposed to take place on 7 February but this is a Sunday. Is this date correct?

Answer #10: Please consult Corrigendum 1.

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