

TO WHOM IT MAY CONCERN

Call for tenders n. LISA/2014/OP/03

External Support

Questions and answers series 4 (to questions received between 02.09.2014 and 11.09.2014)

Question 4.1

- a. We understand that a subcontractor must complete sections 1, 2 and 3 of the ANNEX 3 Standard Submission Form, including:
 - o legal entity form (section 1.1 of Standard Submission Form)
 - o a letter of intent (section 1.3)
 - o a declaration of honour - and, consequently, the subcontractor will also need to provide the required evidence if the contract is awarded (section 2)
 - o evidence of professional risk indemnity insurance (section 3)
 - o balance sheets and results for the past two financial years (section 3)
 - o statement of overall turnover and turnover concerning the services (section 3)

Please confirm if our understanding is correct.

- b. Is the term "one-person company" equivalent to "freelancer"? Both terms are used in the call documentation.
- c. Please advise if there is a particular distinction between subcontractors and freelancers: If we wish to include the CV of a freelancer in our tender, are the documents and signatures required from that freelancer wholly identical to those that will be required from another form of subcontractor (e.g. a subcontracting company), as listed above, or must a freelancer only provide a subset of those?

Answer 4.1

- a. We confirm. Please also see Answer 4.7 and 4.9.
- b. Yes, one person company is regarded as freelancer under this procedure.
- c. No, from freelancer just the letter of intent is required.

Question 4.2

As we prepare 1(one) Admin Part for 2 lots, please confirm that you agree with the following packaging (made up from point 3. of the 'invitation to tender', your letter of 15 July 2014.

We indicated what we changed in green+underline.

“Tenders must be placed inside two sealed envelopes. The inner envelope, addressed as indicated below, should be marked as follows:

"CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL
DEPARTMENT – Open call for tenders n° LISA/2014/OP/03”

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender
European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice

must sign across this tape.

The inner envelope must also contain (~~two~~) three sealed envelopes:

- Envelope 1 containing Lot 1
- Envelope 2 containing Lot 2
- Envelope 3 containing the Administrative Part (Sections 1-3)

- Envelope 1: containing Lot 1 should include 3 envelopes:
- Envelope 1.1 containing all requested documents and the tender relative to Lot1 except the Administrative Part, Financial Part of the offer and the Connection Table (Sections 4 and 5).
- Envelope 1.2 shall include the Financial Bid (Section 6) for Lot 1.
- Envelope 1.3 shall include the Connection Table for Lot 1.
- Envelope 2: containing Lot 2: analogous for lot 2 as for lot 1

Each of these envelopes must clearly indicate the content (“Administrative”, "Technical", "Financial" and “Connection Table”).

Non respect of these instructions may lead to the exclusion of the tender.

Answer 4.2

We can agree to your suggestion, but it is not obligatory for other tenderers. Also please separate the electronic versions accordingly.

Question 4.3

Tender Specifications, section 3.3 Selection of tenderers, page 16:

“...- *balance sheets or extracts from balance sheets for at least the last two financial years for which accounts have been closed, or equivalent documentation (e.g. where company law in the country in which you are established does not require you to publish your balance sheet);*
- *a statement of overall turnover and turnover concerning the services to be covered for the contract during the last three financial years;*”

and

Standard Submissions Form, point 3.3:

“3.3 *Have you enclosed a statement of overall turnover and turnover concerning the services to be covered by the contract (distinguishing between world-wide and European turnover and expressing all values in Euro) during the last two financial years?*”

Question:

We understand that the statement of overall turnover concerns the last two financial years (for which balance sheets are requested) and not three. Please confirm.

Answer 4.3

We confirm. See also Answer 3.1.

Question 4.4

We have sent several request for clarifications (last one on 22/08/2014 at 17:11) which has not been answered yet. We consider these clarifications critical for the good preparation of our offer, not only for the technical solution to be proposed but also for the pricing definition and to resolve some incoherences on the selection criteria. Taking into account that clarifications are taking to long to be responded (over 2 weeks), we have been (and we are still) in somehow blocked waiting for this information that can have a large impact on our solution approach. For this reason, we kindly ask the Contracting Authority an extension of 2 weeks minimum in order

to have enough margin to read, assess the impact of the clarifications (that has not been published yet) and integrate them in our responses to create the most suitable offer for Contracting Authority

Answer 4.4

Please note that according to Section 11 (amended through Answer 1.1) we established phases of Q&As, thus we do not answer separately to each question, but publish the series of questions and answers on our website (<http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/agency/>) after the deadline for each phase elapses.

Question 4.5

The RFP specifies in section 2.3 of the tender specifications a global expected volume of work per lot & profile.

Would you please specify how much the distribution of volume is on-site and off-site?

As well, what is the expected distribution of requests TM/QTM/FP?

Answer 4.5

There is no obligatory distinction. The overall volume needs to be respected. Please refer to Answer 3.6.b.

Question 4.6

Given the following facts :

- The answer to the question 2.3 mention that “The connection table shall also be placed separately from the technical offer.”
- There should be two separated part (one for admin and technical answer and one for the financial)

Our understanding is that the Connection table needs to be placed in the same part as the financial.

Answer 4.6

We accept, if tenderers place the connection table with the financial offer or separately as well. The financial offer and connection table should be placed separately from the technical and administrative parts.

Question 4.7

Page 17 of the Standard submission form, point 4.3. Quality Control. It is stated that “In case of a joint offer, provide the relevant information for each company” but then in Q&A 1.5. when asking by who has to provide this document you state “The technical and professional selection criteria will be assessed in relation to the tenderer and possible subcontractor(s) as a whole”

Our understanding of the above-mentioned statement and by experience we understand that section 4.3. Quality Control has to be provided individually by each company member but not by the subcontractors.

Could you confirm our understanding?

Answer 4.7

In case you wish to rely on subcontractors for the selection part, you need to mention also.

Question 4.8

Regarding Annex 1 - Standard Submission Form, Section 1.2 Tender Form

In the case of Joint offers the company acting as main point of contact is indicated to fill in all sections of the questionnaires. However for other companies taking part in the joint tender, there is no instructions which sections of the questionnaires have to be filled in. Can you provide this information?

Answer 4.8

Please see Section 2.9 of the Tender Specifications and the preamble of Annex 3 (page 3).

Question 4.9

Is case of a joint offer, is this professional risk indemnity insurance mandatory for all companies or only for the company acting as main point of contact? And is this also needed for subcontractors? To clarify the question: in some countries insurance companies do not offer this type of insurance to companies in certain industries.

We consider this request for additional information to be within the new deadline of 5 working days before the final date for submission of tenders.

Answer 4.9

See Answer 4.7. In case the subcontractor has no risk indemnity insurance, please explain why. We do not wish to extend the deadline for submission.
