

Helsinki, 30/04/2013

Open call for tenders ECHA/2013/03

Provision of an HR System, Implementation and Support Services

Questions 2.1, 2.2, 2.3:

We are planning to use our current hosting providers to host the software for you. In this case, would they be considered as subcontractors?
Should they include any documents in our response?
Should they also sign the confidentiality documents?

Answers:

If the hosting provider is a separate legal entity than the main tenderer, it may be considered either as a partner in a joint offer (i.e. Consortium) or as a subcontractor. Please refer to the Tender Specifications for details. Particular attention shall be paid to section 3.5 *Liability* of the Tender Specifications.
The documents to be presented in the offer are listed in the Tender Specifications. Particular attention shall be paid to section 4.1.2.1 of the Tender Specifications.
Yes. Please refer to the Tender Specifications. Particular attention shall be paid to section 2.6.5 *Confidentiality* of the Tender Specifications and to the relevant provisions of the draft Framework Contract in Annex 5.3.

Question 2.4:

Regarding the Contract is the budget allocated for 4 years?

Answer:

No. The maximum overall value is estimated over the whole maximum duration of the Framework Contract, 8 years.

Question 2.5:

Does the in-place team need any security clearance report?

Answer:

As a general rule a Security clearance is not requested for on-site consultants. However, where required by the nature of the services to be provided under the Framework Contract, ECHA shall require the contractor to comply with specific security provisions governing the handling of sensitive data. Please refer to Article I.16 of the draft Framework Contract in Annex 5.1.3.

Question 2.6:

Does HR have the most current Personnel Administration data or must be retrieved from the Payroll Management Office?

Answer:

HR has the Personnel Administration data.

Question 2.7:

Section 4, Acceptance of deliverables/ Annex 5.1.1. Technical Specifications, p. 17 of 21

The tenderers are requested to propose any template that can be used during the execution of the framework contract for the documents deliverables.

a) Could you please clarify whether tenderers are requested to provide the above mentioned documentation templates along with their offers? If so, could you please specify to which part of the award criteria documentation should the Tenderer provide these templates?

b) In case that your reply to question a) is positive, we understand that the documentation templates will not count to the page number limit applicable to the award criteria documents. Please confirm that our understanding is correct.

Answer:

With reference to Section 4 of Annex 5.1.1, tenderers are requested to propose any template that can be used during the execution of the framework contract for the document. Please refer also to section 2.4.1 of the Tender Specifications for a non-exhaustive list of possible formats. The exact format/layout will be specified in the Specific Contracts or Order forms. Nevertheless proposed structure of the template shall be presented as part of the technical proposal in Section two of the tender and relates to the documentation to be provided for qualitative award criterion no. 3 "Quality of the proposed project approach, hosting, maintenance and support services". Templates shall count to the page number limit.

Question 2.8:

a) Could you please inform us whether ECHA has already purchased licences for SAP business suite, allowing thus potential tenderers not to include licence's cost in their financial offers?

b) In case that ECHA has already purchased licenses for SAP, could you please inform us on the modules that have been purchased and the number of users covered by these licenses?

Answer:

At the moment ECHA does not have licences for SAP business suite. Please note that with reference to section 2.2.4. Reporting of Annex 5.1 'ECHA BO reporting team will use Business Objects to create all other reports', Business Objects licences are currently owned by ECHA and shall not be included in the financial offer.

Question 2.9:

Given the criticality of the contract and its associated services as well as the fact that the period till the submission of the tender includes numerous bank holidays including orthodox Easter, could you please consider an extension of the submission deadline of at least two weeks in order to allow us to prepare our offer with the most optimum manner?

Answer:

It is considered that the time allowed for the submission of offers is sufficient for this type of contract. In addition, enough advanced notice for this Call for tenders has been given via a Prior Information Notice.

Question 2.10:

To our understanding, any certificate (e.g. ISO certificate, Table of Contents of internal manuals, etc.) submitted as evidence to cover the selection criteria (please see section 'evidence of the technical and professional capacity of the service provider(s)') does not count to the documents' pages limitation. Please confirm that our understanding is correct.

Answer:

With reference to the Selection Criteria documentation and in particular to the relevant certificates supplementing the evidence to be provided for technical and professional capacity (section 4.1.2.1 of the Tender Specifications), certificates shall not be taken into account for the page limit.

Question 2.11, 2.12, 2.13:

- a) Being an Indian company, can we bid? Or do we need to partner with some Local or EU countries to participate?
- b) If there is any limit for minimum number of employees, years of operations or turnover of the company?
- c) Can we get info on from where to get the other bid documents?

Answer:

Pursuant to Article 119 of the Financial Regulation applicable to ECHA, participation in ECHA tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement under the conditions laid down in that agreement. This call for tenders is not covered by the Government Procurement Agreement (GPA). As tenderers are free to choose their subcontractors from both eligible and non-eligible countries, in principle all economic operators can act as subcontractors of eligible tenderers. Particular attention shall be paid to Sections 4.1.2.1 and 4.4.2 of the Tender Specifications.

The applicable selection criteria for this call for tenders are listed in Section 4.4.2 of the Tender Specifications.

All relevant information and documentation relating to this Call for tenders is available on ECHA website at <http://echa.europa.eu/web/guest/about-us/procurement>. Please note that the website is updated regularly and is the tenderer's responsibility to check for updates and modifications during the tendering period.

ECHA