

Helsinki,
D(2009)

Subject: ECHA/2009/39: Multiple Framework Contract with reopening of competition and division into lots for external service provision for development, studies, support of information systems and security, awarded through an open procurement procedure

CLARIFICATIONS 21

21.1

Project Reference Form and Project Selection Criteria (Specifications, page 117 of 171, chapter 5.3.3).

Questions:

- a) Could you please clarify whether the Project Reference Form can be extended to more than two (2) pages? This may be necessary for big projects e.g. Lot 1 related projects may involve even 23 different personnel profiles, and which need more than one page to be thoroughly described (e.g. include project-related figures for better understanding, etc.).

Whereas the template of the Project Reference Form consists of two pages, the completed Project Reference Form has no limitation regarding the size.(See clarification 14.14)

- b) Usually Project Reference Forms contain a section named “Technologies involved (Hardware, software and tools):”, in which Tenderers provide specific technical information regarding the hardware and software tools involved in the project. This section is not available in the project reference form provided by ECHA. Could you please clarify whether Tenderers are permitted to make such an amendment (It could be placed after the Total effort and before the “Methodologies” section). This would also facilitate the Evaluation Committee’s job to easily identify the technologies used per project, in relation to those required by the Tender Specifications.

If tenderers wish to provide specific technical information regarding the hardware and software tools involved in the project, they may do so in the project description section. Tenderers must not modify the structure of the template provided.

- c) Are Tenderers permitted to include projects in which the Tenderer was not the principal Contractor? Please elaborate.

Tenderers are permitted to include projects in which the Tenderer was not the principal Contractor, on the condition that the amount of man-days presented as reference relevant to the given Lot were provided by the tenderer.

- d) Are Tenderers permitted to include projects which were implemented only at the Contractor's premises or only at the Client's premises?

Tenderers are permitted to include both projects which were implemented only at the Contractor's premises and projects which were implemented only at the Client's premises.

- e) Can a project reference form be proposed in more than one Lots by the Tenderer?

A project reference form for a given project may be included in the offer for each lot for which the tenderer wishes to tender, if the project meets the selection criteria 2.2 requirements specific to those Lots, as laid down in section 5.3.3 of the specifications.

If a tenderer aims to tender for more than one lot, a tender must be submitted separately for each lot. For each lot separately, the tenderer must prepare and submit one offer. That offer for the specific lot must include an administrative proposal, a technical proposal and a financial bid and all requested documents and annexes for that specific lot. If the administrative proposal for one lot contains at least one set of originals of the eligibility and exclusion criteria documentation, the administrative proposal for another lot may include only copies of those documents, on the condition that a clear reference is made to the lot for which the administrative proposal contains the originals of those documents. Within the tender documents submitted for a given Lot cross-references can be made.

- f) Can a customer be proposed in more than one Lots by the Tenderer?

A customer can be proposed in more than one Lot by the Tenderer.

- g) We understand that there is no upper limit for projects to be proposed per Lot. Is our understanding correct? (e.g. for Lot 1 a Tenderer can propose from 7 to 16 different project references).

Tenderers are not required to submit more project references than the minimum required for a given Lot, as laid down in section 5.3.3 of the specifications, but may do so.

- h) Are Tenderers permitted to include projects that:
- Started before 2007 but cover the minimum volume of person-days (e.g. 1,100 for Lot 1) within the years 2007 and/or 2008?

Yes.

- Were executed in 2007 and/or 2008 and are still ongoing? (but cover the minimum volume of person-days (e.g. 1,100 for Lot 1) within the years 2007 and 2008?)

Yes.

- Have a duration that exceeds the upper limit of duration indicated in the column "Range for the duration of the project"? (e.g. for Lot 2, is it permitted to provide a project that had a duration of 1 year?)

No.

- i) Is there any specific reason for not including 2009 (or also 2nd semester of 2006) in the applicable “years of execution” for the projects to be proposed by the Tenderer? Usually, European Institutions require relevant experience during the last three years and not only for the 2 previous calendar years. Please elaborate.

The selection criterion 2.2 requirements specific to each Lot have all been calculated with regard to two years of execution, as per the discretion of the Agency, as Contracting Authority.

- j) Shall Tenderers provide also a matrix per Lot specifying which project references cover which technologies?

Tenderers may provide a matrix per Lot specifying which project references cover which technologies.

- k) Chapter 1.2.1 provides detailed descriptions of the Lots under the ECHA/2009/39 framework contract. Could you please specify how these descriptions relate with the project references provided by the Tenderer? Some indicative questions are:
- Lot 4: Would a project reference form that involves only the activity “Information systems promotion” be acceptable?

Each project reference must cover at least one of the areas of the required services under a given Lot, as indicated in section 1.2.1 of the specifications.

- Lot 4: Would a big project that has only one Lot 4 relevant activity (namely “authoring of user documentation”) be considered as acceptable? Would then the minimum required number of person-days (i.e. 50) refer to the Lot 4-relevant activity or to the whole project?

The minimum volume of the project, in terms of man-days, as indicated in section 5.3.3, refers to activities relevant to the services required in the given Lot, as indicated in section 1.2.1 of the specifications.

- l) Are Tenderers permitted to include as a project reference a framework contract as a whole, in which Lot specific activities were implemented?

Tenderers are permitted to include as a project reference a framework contract as a whole, in which Lot specific activities were implemented.

- m) Are Tenderers permitted to change the format of the project reference form (e.g. make smaller paragraph spacing, smaller font size etc.?) with the aim to have a clearer and readable outcome?

Tenderers are permitted to change the format of the project reference form (e.g. make smaller paragraph spacing, smaller font size) with the aim of having a clearer and readable outcome, but must not modify the structure of the template provided.

21.2

Tender Specifications, 3.3 Evaluations of Tenders, p 35 of 171

“As far as eligibility is concerned, the competition is open to any physical person or legal entity coming from countries within the EU and any other physical person or legal entity from a third country that has concluded with the Communities a specific agreement in the area of public contracts, under the conditions provided for in that agreement.

Where the Multilateral Agreement on Public Contracts concluded within the framework of the WTO applies, the contracts are also open to nationals (natural or physical) of States that have ratified this Agreement under the conditions provided for therein.

In practice, the participation of applicants from third countries that have concluded a bilateral or multilateral agreement with the Communities in the area of public contracts must be allowed, under the conditions provided for in that agreement. In case a tenderer is not eligible according to the above-mentioned agreements, the tenderer can be admitted on an ad hoc basis to the procurement procedure without creating a precedent or obligation for the future.”

Questions:

- a) Could you please specify if a company with headquarters in a non-EU country (e.g. WTO procurement agreement, Mexico, Chile, India, FYROM, etc) could submit a tender for this CfT as a sole Tenderer and/or as a member of a Consortium?

Economic operators based in a non-EU country acting as a sole tenderer are admitted on the basis of a specific agreement in the area of public contracts between that country and the Communities or of the WTO Multilateral Agreement on Public Contracts, under the conditions provided for in those agreements, or on an ad hoc basis. For the latter case, see also d). Economic operators based in a non-EU country acting as a member of a Consortium, are admitted on the basis of a specific agreement in the area of public contracts between that country and the Communities or of the WTO Multilateral Agreement on Public Contracts, under the conditions provided for in those agreements, or on an ad hoc basis. For the latter case, see also d).

- b) Please specify if a company with headquarters in an EU country and offices worldwide could submit a tender for this CfT as a sole Tenderer and/or as a member of a Consortium?

An economic operator based in an EU country is eligible to participate in this procurement procedure as a sole Tenderer, regardless of the fact whether it has offices worldwide. An economic operator based in an EU country is eligible to participate in this procurement procedure as a member of a Consortium, regardless of the fact whether it has offices worldwide.

- c) Furthermore, please clarify if a Consortium with an EU established company as Leader and a non-EU established company (e.g. a company headquartered in a country of WTO procurement agreement, Mexico, Chile, India, FYROM, etc) as a partner could submit and offer for this CfT?

A Consortium with an economic operator based in an EU country acting as a Leader and an economic operator based in a non-EU country as a partner is eligible to participate in this procurement procedure, only if the economic operator based in a non-EU country is eligible on the basis of a specific agreement in the area of public contracts between that country and the Communities or of the WTO Multilateral Agreement on Public Contracts, under the conditions provided for in those agreements, or following admission on an ad hoc basis.

- d) The statement that the Tenderer can be admitted on ad hoc basis does not ensure equal terms between the potential Tenderers, since the criteria to be taken into consideration are not defined prior the submission of the Tenderers' proposal. In order to conclude with the structure of our Consortium and to verify the eligibility of our partners, could you please specify in detail the criteria to be taken into consideration for assessing the eligibility of the potential Candidates?

Economic operator based in a non-EU country that are not eligible to participate in this procurement procedure, in the absence of a specific agreement in the area of public contracts between that country and the Communities or where the WTO Multilateral Agreement on Public Contracts does not apply, or in case the conditions provided for in those agreements are not met, may be admitted on an ad hoc basis. For the purposes of this procurement procedure, admission on an ad hoc basis may be considered only when necessary to reach the minimum number of three Contractors within a given Lot in view of reopening of competition. In such case, no distinction in this regard will be made between the non-eligible tenderers within the given Lot. Therefore, no further criteria need to be defined.

Economic operators based in a non-EU country can be sub-contractors, since the requirement regarding a specific agreement in the area of public contracts between that country and the Communities or the WTO Multilateral Agreement on Public Contracts does not apply to them.

21.3

SPECIFICATIONS, section 5.2.4 .1 Qualitative Award criteria documentation, § 5.2.4.1.1 Questionnaire, Question 3.1, page 89 of 171 - *“Describe your organisational structure detailing the departments and allocated number of staff on all levels of your company(ies), as well as the division(s) responsible for the delivery of services requested in the present call for tenders.”*

Questions:

Could you please clarify whether the Tenderer is expected to present the company's organisational structure or the organisational structure that will be set up in order to support the delivery of services requested under this call for tenders?

The Tenderer is in this context required to present the company's organisational structure including the existing division(s) responsible for the delivery of services requested in the present call for tender.

21.4

SPECIFICATIONS, section 2.2.2.2 Section Two: Technical proposal, § 2.2.2.2.1 Qualitative award criteria documentation, page 30 of 171 - “

Assessment basis	Lot 1	Lot 2 to Lot 6
<i>Assessment basis for Award Criterion AW1</i>	<i>Answers to questionnaire and case studies of the respective lot.</i>	<i>Answers to questionnaire and case studies of the respective lot.</i>
<i>Assessment basis for Award Criterion AW2</i>	<i>Answers to questionnaire and case studies of the respective lot.</i>	<i>Answers to questionnaire and case studies of the respective lot.</i>

”

Questions:

- e) Could you please clarify how the Tenderer will be evaluated on the basis of the Award Criterion 1 for the case studies, since the questionnaire does not include a question that relates to the case study? The same question applies for Award Criterion 3, 4 and 5.
- f) Could you please specify the weighting of each answer under Award Criterion 1? The same question applies for all Award Criteria.
- g) Could you please specify how case studies and answers to questionnaire will be evaluated per award criterion? Does a weighting factor exist?

e) Please note, that the case studies and the questionnaires are independent of each other unless it is explicitly stated otherwise (e.g. page 88). Only in those cases, where the questionnaire explicitly makes a link to a case study, the answers to the questionnaire should relate to the case study specified.

f) The set of answers belonging to the set of questions of each qualitative award criterion will be assessed as a whole and not individually answer by answer.

g) The set of answers and case study will be assessed as a whole.

21.5

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Senior Analyst Programmer, page 108 of 171 - “2 years of programming experience in the programming languages currently used in the Agency (available on request).”

Questions:

- a) It is our understanding that the above mentioned “available on request” requirement refers to the execution of the framework contract phase and particularly during the ordering phase, when the Agency could require programming experience (at least two years) in specific programming language(s) that are currently used in the Agency. In such a case we understand that during this tendering stage it is not required by Tenderers to provide CVs of Analysts Programmers for the selection criteria that match the above mentioned requirement (i.e covering 2 years of experience in ALL the programming languages that are used in the Agency). Please confirm that our understanding is correct and explain how Tenderers should treat this requirement. Should they ignore this “on request” requirement and provide CVs that match all the other General Expertise Requirements along with the specific expertise Requirements where requested? If not please explain what are the requirements in terms of experience (i.e experience in a specific programming language) that a CV of a Senior Analyst Programmer
- b) Could you please define what are the programming languages to which the above requirement refers?

a) See answer 14.25

The 6 requirements for the experience of the general expertise for the profile of senior analyst-programmer apply to each proposed candidate individually:

o Minimum 5 years experience in IT, including 2 as analyst-programmer.

o Experience with CASE tools.

o 2 years of programming experience in the programming languages currently used in the Agency (available on request).

o At least 1 year of experience with multi-user SQL-based databases.

o At least 1 year of experience with workflow systems.

o Experience in multi-client and multi-national environments.

The third requirement of 2 years of programming experience concerns for a candidate individually at least one of the programming languages currently used in the Agency, namely Java and C# in the context of J2EE and ASP.NET development respectively.

b) The programming languages are Java and C# in the context of J2EE and ASP.NET development respectively.

21.6

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Analyst Programmer, page 109 of 171, “2 years of programming experience in object oriented programming languages”

Question:

It is our understanding that providing CVs of Analyst Programmers having at least 2 years of programming experience in Java fully covers the above requirement. Please confirm

A CV of an Analyst Programmer having at least 2 years of programming experience in Java covers the requirement “2 years of programming experience in object oriented programming language”.

21.7

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Junior Programmer, page 109 of 171, “Less than 2 years of programming experience.”

Question:

Could you please confirm that it is acceptable for Tenderers to provide CVs for Junior Programmers that have more than 2 years of programming experience? The same applies for the profile of Junior Web Developer.

Junior Programmers must have less than 2 years of programming experience.

21.8

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Junior Programmer, page 109 of 171, “Successfully completed training for the programming languages currently used in the Agency (available on request).”

Question:

In relation to Clarification 1 could you please confirm that it is not mandatory for Tenderers to provide CVs of Junior Programmers that have successfully completed trainings in ALL the programming languages that are currently used in the Agency (given that this is an “available on request” requirement)? How should Tenderers treat this requirement (i.e what should a CV of a Junior Programmer cover in relation to this requirement) in order to successfully cover this selection criterion?

Concerning the training requirement of a Junior Programmer, it is sufficient to have successfully completed training in at least one of the programming languages currently used in the Agency, namely Java and C# in the context of J2EE and ASP.NET development respectively.

21.9

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Senior Analyst Programmer, page 108 of 171 – “Successful training in informatics by a competent institute”

Questions:

- a) We understand that the Agency does not set any constraint regarding the type of certification/training and/or the issuing body. Is it correct?
- b) In relation to the aforementioned question, we understand that trainings delivered in-house (by the training centre of a company) are also accepted. Please confirm.
- c) The same questions apply also to all other profiles for which trainings are required (i.e Project Assistant, Analyst Programmer, Programmer, Junior Programmer, Technical Writer, Web Designer Developer, Web Developer, Junior Web Developer, Graphical Designer, and Trainer). Please confirm the validity of your answer as regards these profiles.

a) *An institute is an institute for higher education.*

b) *An in-house training centre is an institute, if it is an institute for higher education.*

c) *As far as the Junior Web Developer, the Web Developer and the Web Designer Developer, are concerned, the institute is an institute that has a certification, granted for provision of training on the products specified (e.g. a Sun certificate for Java training). For a Project Assistant, Senior Analyst Programmer, Analyst Programmer, Programmer, Junior Programmer and Graphical Designer, the institute is an institute for higher education giving access to a diploma. For the other profiles, having a minimum education requirement, a university degree is required as specified.*

21.10

SPECIFICATIONS, section 5.3.2.2.2 Minimum number of permanent staff with general and specific expertise for the lot, page 113 of 171 – “Specific Expertise”

Question:

Could you please define the term “specific expertise”? How many years of experience should an expert have in a domain in order to be considered as having specific expertise in this domain?

No minimum time requirement is considered for the evaluation of the specific expertise in each domain. (See 14.26)

21.11

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Web Designer-Developer, page 110 of 171, “Requirements as a senior analyst-programmer and in addition: ...”

Questions:

- a) Could you please clarify in detail what are the requirements for a Web Designer Developer? Should a Web Designer Developer cover all the requirements of a Senior Analyst Programmer (as described in page 108) and IN ADDITION cover the general expertise requirements as described under the profile “Web Designer Developer” in page 110?
- b) In this sense is it correct that a Web Designer Developer should have at least 5 years experience in IT, including 2 as Analyst Programmer (as required for the Senior Analyst Programmer profile) and 2 (as required for the Web Designer Developer profile) out of the overall 5 years should concern web development activities?
- c) In addition and in relation to the education requirements could you please clarify whether a Web Designer Developer should have BOTH a successful training in informatics (as

required for the Senior Analyst Programmer) AND a successful training on the products used for web development at the Agency (as required for the Web Designer Developer)?

a) A Web Designer Developer must cover all the requirements of a Senior Analyst Programmer (as described in page 108) and in addition cover the general expertise requirements as described under the profile “Web Designer Developer” on page 110.

b) Yes.

c) Yes.

21.12

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Web Developer, page 110 of 171, “Requirements as a programmer and in addition: ...”

Questions:

- a) Could you please clarify in detail what are the requirements for a Web Developer? Should a Web Developer cover all the requirements of a Programmer (as described in page 109) and IN ADDITION cover the general expertise requirements as described under the profile “Web Designer Developer” in page 110?
- b) In this sense is it correct that a Web Developer should have at least 2 years of programming experience in object oriented programming languages, (as required Programmer profile) and 2 years of web development experience (as required for the Web Developer profile)?
- c) Could you please clarify whether for a Web Developer at least 4 years of experience are required (i.e 2 years in object oriented programming and 2 in web development) or is it possible for a Candidate that has 2 years of total experience working on web applications and using object oriented technologies (e.g. using Java and Dreamweaver) to fully cover the requirements of the profile?
- d) In addition and in relation to the education requirements could you please clarify whether a Web Developer should have BOTH a successful training as Programmer (as required for the Programmer profile) AND a successful training on the products used for web development at the Agency (as required for the Web Developer)?

a) A Web Developer must cover all the requirements of a Programmer (as described in page 109) and in addition cover the general expertise requirements as described under the profile “Web Developer” on page 110.

b) Yes.

c) The required experience is at least 4 years, of which 2 in object oriented programming and 2 in web development

d) Yes, a Web Developer must have both a successful training as Programmer (as required for the Programmer profile) and a successful training on the products used for web development at the Agency (as required for the Web Developer).

21.13

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Junior Web Developer, page 111 of 171, “Requirements as a Junior programmer and in addition: ...”

Questions:

- a) Could you please clarify in detail what are the requirements for a Junior Web Developer? Should a Junior Web Developer cover all the requirements of a Junior Programmer (as described in page 109) and IN ADDITION cover the general expertise requirements as described under the profile “Junior Web Developer” in page 110?
- b) In this sense is it correct that a Junior Web Developer should have less than 2 years of programming experience, (as required for the Junior Programmer profile) and less than 2 years of web development experience (as required for the Junior Web Developer profile)?
- c) Could you please clarify whether for a Junior Web Developer less than 4 years of experience in total are required (i.e less than 2 years in programming and less than 2 in web development) or is it possible for a Candidate that has 2 years of total experience working on web applications and using object oriented technologies (e.g. using Java and Dreamweaver) to fully cover the requirements of the profile?
- d) In addition and in relation to the education requirements could you please clarify whether a Junior Web Developer should have BOTH a successful training as Programmer (as required for the Programmer profile) AND a successful training on the products used for web development at the Agency (as required for the Web Developer)?

a) A Junior Web Developer must cover all the requirements of a Junior Programmer (as described in page 109) and in addition cover the general expertise requirements as described under the profile “Junior Web Developer” in page 110.

b) Yes.

c) A candidate who has 2 years of total experience working on web applications and using object oriented technologies (e.g. using Java and Dreamweaver) would satisfy this experience requirement of this profile.

d) Yes, a Junior Web Developer must have both a successful training as Programmer (as required for the Programmer profile) and a successful training on the products used for web development at the Agency (as required for the Web Developer).

21.14

SPECIFICATIONS, section 5.3.2.1.2 General Expertise Requirements, Web Designer-Developer, page 110 of 171, “Able and willing to follow the Agency guidelines regarding internet/intranet development.”

Question:

Could you please indicate if there are specific guidelines that the Web Designer Developer should have knowledge/experience with?

The Agency guidelines regarding internet/intranet development are those of the European Commission: http://ec.europa.eu/comm/ipg/index_en.htm

21.15

SPECIFICATIONS, section 5.3.3 Selection Criteria 2.2, page 117 of 171 “At least 3 different customers should be in the public sector. Departments, divisions, directorates, etc. are regarded as the same customer. For example, a specific European Institution or Ministry or company is considered as one customer”

Question:

- a) Our understanding is that different European Institutions (for example the Directorate General for Environment (DG ENV) and the Directorate General for Education and Culture (DG EAC)) are considered as different customers. Please confirm

A specific European Institution is considered as one customer. Directorates General, Directorates, units and sections are regarded as the same customer. A DG is a part of the European Commission. The European Commission is a European Institution. Different DGs are not considered as different customers.

- b) Our understanding is that different Ministries of a country (for example the Ministry of Justice and the Ministry of Finance of Romania) are considered as different customers. Please confirm

A Ministry is considered as one customer. Different Ministries are considered as different customers.

- c) Our understanding is that different European Institutions (for example the Directorate General for Environment (DG ENV) and the Office for Official Publications of the European Communities (OPOCE) or the European Aviation Safety Agency (EASA)) are considered as different customers. Please confirm

Different European Institutions (i.e. the Commission, not the Directorate General for Environment) or Bodies are considered as different customers.

21.16

SPECIFICATIONS, section 5.3.3 Selection Criteria 2.2, page 117 of 171 “Range of the duration of the project: 6 months – 3 years”

Questions:

- a) Could you please clarify whether a specific contract that has been executed under a Framework Contract which had a duration of 4 years (usually the duration of most of the Framework Contracts issued by the European Commission is 4 years) but the specific contract’s duration itself is within the range required for each lot, can be proposed by the Tenderer as Project Reference?

Framework contracts or specific contracts corresponding to a project of which the implementation duration is within the range can be proposed as project reference.

- b) Could you please clarify whether projects that have a duration of 3 years (as regards their actual implementation duration) but are currently in the maintenance/warranty period overcoming thus the limit for 3 years defined above, can be proposed by Tenderers as adequate Project References?

Projects with an actual implementation duration within the range can be proposed as project reference.

21.17

SPECIFICATIONS, section 5.3.2.1.2 – General Expertise Requirements

Question:

Our understanding is that a candidate's experience acquired through his involvement (in commercial projects e.g. while working in a company) before acquiring his university degree or during his studies should be accounted in his professional experience. Please confirm

Only experience acquired after completion of the required level of education is accounted as professional experience.

21.18

SPECIFICATIONS, section 5.2.4 – Award Criteria Documentation, Question Group 4, point 4.7, page 92 of 171, “Describe in detail the infrastructure that you propose to have in your premises at the execution of the Contract. It must include the hardware, software, administration tools, means of transmission.”

Question:

Could you please clarify in detail the term "means of transmission"?

“Means of transmission” relates to the communication tools available at the contractor's premises and that will be used for the execution of the contract (e.g. phone, email, web-conferencing, video-conferencing).

21.19

Could you please indicate the number of virtual & real servers currently dedicated to development for each OS type (e.g. how many for Windows, Linux & Solaris)?

The Agency does not disclose this kind of information as this information is not relevant for the preparation of the tender.

21.20

SPECIFICATIONS, section 5.2.4 – Award Criteria Documentation, Question Group 2, point 2.1, page 88 of 171, “You receive the Request Form (Case Study(ies) of each lot) for a project. Based on the example(s) (i.e. Case Study(ies)) relevant for the lot, describe how you work to propose a correct offer to the Agency. Detail all documents that you will send and their proposed timing. You must include a practical proposal for the offer”

Questions:

- a) Our understanding is that Tenderers should respond to this question by providing their approach for handling the Request for offers presented in the case Studies and provide practical examples of the deliverables (i.e for Lot 1 Tenderers must present their approach for preparing the offer for the Fixed Price requests AND present their offers/response to the requirements of each of the Case Studies). Please confirm that our understanding is correct
- b) Could you please indicate whether for the needs of Lot 1 and for the Tenderer's practical proposal for the two Case Studies, Tenderers should also provide CVs of the team that is proposed to undertake the project tasks?
- c) Our understanding is that the Tenderer's approach for the preparation of the offers in the frame of Lot 1 Case Studies should be proposed once, while a separate practical proposal for each one of the two Case Studies should be provided. Please confirm.

a) Yes, based on the case study it should be described how the Tenderer would work to propose a correct offer to the Agency. The Tenderer should detail all documents that will be sent and the proposed timing. A practical proposal for the offer must be included as well.

b) It is sufficient to specify that CVs are sent and when. The actual CVs do not need to be provided for the two Case Studies (question 2.1, page 88).

c) Yes.

21.21

SPECIFICATIONS, Attachment 1: Case Study 1 – Lot 1

Questions:

- a) Could you please clarify what is the date of reception of the Request (i.e the Request Date) of the Case Study? Given that the Tendering Specifications define that at least 15 working days will be allowed to the Contractors for the preparation of their offers and that the “Offer Date” is on 30/06/2009 we assume that the Request Date is on 09/06/2009. Please clarify whether our assumption is correct.
- b) Please clarify the above question for all Case studies and all lots in order to be possible for Tenderers to provide practical time schedules for their methodology.

a) Yes, the Request Date of this case study may be assumed to be 08/06/2009, taking into account that 19/06/2009 was not a working day at ECHA.

b) For all case studies 08.06.2009 may be assumed to be the request date.

21.22

Tender Specifications, 5.3.2.2, Minimum number of permanent staff with general and specific expertise for the lot

Questions:

Could you please specify if we could present some qualified CVs under different lots? For example, could we present the same expert in the profile of Project Manager under lot 1 and lot 2 in case he fulfil the requirements for both lots?

The same CV may be submitted for more than one profile and for more than one lot.

ECHA