

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 26

26.1 Would you please clarify your expectations expressed in question 2.1:

“Question 2.1. You receive the Request Form (Case Study(ies) of each lot64) 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.”

1. By stating “detail” - is it enough to enumerate the documents/messages send or do you expect the full version document?
2. By stating “all documents” do you expect that e.g. fax or e-mail messages will be presented in the full version document?

1) Yes, it is sufficient to enumerate the documents, their purpose and timing. The full version documents are not required.

2) Full version documents for fax or e-mail messages are not required.

26.2 What is expected by the Agency as a result of works on Case Study 2 in Lot 1:

“Question 2.1. You receive the Request Form (Case Study(ies) of each lot64) 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.**”

whereas in the Case Study 2 for the Lot 1 the scope section states: “It is expected that the tender describe how he would get organised to face the challenges described in section 2 [...]”, what we interpret as a narrowing down of the scope of the reply to a part of interest to the Agency.

Does it mean that it is enough to present the proposed approach to address the challenges and it is not required to provide the full blown offer document?

With regards to Case Study 2 for Lot 1 the “practical proposal for the offer” – as mentioned in Clarification 2.1 – must describe the proposed approach, including the answers to the questions in section 3 (Contents of the offer) of the Case Study. It must furthermore include the other elements of an offer, e.g. the financial bid.

ECHA