

CLARIFICATION NOTE #3

Procurement procedure: GSA/OP/09/15 – “Support Services for the GSA”

Last update 16/09/2015

Question #12: Can GSA please confirm whether requirements F4 and F5 in the General Tender Specifications are applicable only to the prime contractor or whether provision of this evidence is also required for subcontractors.

Answer: The compliance with requirement F4 (minimum general yearly turnover for the last 3 financial years) has to be proved for the tenderer cumulatively, i.e. in case of a consortium, the sum of the overall turnovers of all consortium members must be compliant with the minimum limits defined. To this end, all consortium members are required to provide **statements of turnover relating to the relevant services** (similar to the ones covered by the tender) **and general yearly turnover**.

Regarding requirement F5 - statement of insurance is to be provided by the tenderer and case of consortium – by all members of the consortium to extent adequate to their involvement in the contract foreseen.

The tenderers are not required to provide such statements for subcontractors.

Question #13: Annex I.1.2, section 3.2.2 Staff Profiles table states the minimum number of resources required as 2x PA, 7x SA and 1x JA. Section 2.4.1 in the same annex states the number of resources required as 9x SA and 1x JA. Annex I.8.2 specifies the required number of staff as 9x SA and 1x JA. We have assumed that the staff profiles table in Annex I.1.2, section 3.2.2 is in error and should align with the other two artefacts. Can this please be confirmed?

Answer: The minimum number of the staff per profile which the tenderer is expected to offer (specified in the tables in sections 3.2.2 of Annexes I.1.1, I.1.2, I.1.3 and I.1.4) has no direct and immediate correlation with the estimation of the required resources.

Question #14: Annex I, section 4.6.3.2 states that “Unit prices quoted in Annexes I.8.1, I.8.2, I.8.3, I.8.4, as applicable, must be firm and fixed and are not subject to revision”. For the avoidance of doubt can it please be clarified as to whether any indexation or uplift for inflation will be permitted against these prices, or indeed that these prices must be applicable for the full 4-year framework contract term.

Answer: As specified in section 4.6.3.2 of Annex I, the “Unit prices quoted in Annexes I.8.1, I.8.2, I.8.3, I.8.4, as applicable, must be firm and fixed and are not subject to revision”. The same provision can be found in Article I.3 of the Contract (Annex II to the Invitation to Tender).

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