

Clarification Note #2

GSA internal reference: 221233

Procurement procedure: GSA/OP/32/15 "SUPPORT SERVICES FOR THE GSA"

Question #2: On page 12, section 2.1.1 of the General Tender Specifications the requirements for accessing documents AD01 to AD06 is outlined. Please confirm that to access document AD01, in preparation for a submission for lot 4, it is only necessary to submit a signed NDA and that the other documents as indicated at 2.4.4.2 b) c) and d) are not required?

Answer: Tenderers wishing to be provided with the Proprietary Information needed for the preparation of a tender for Lot 3 and / or Lot 4 - [AD01] Programme Security Instruction (PSI) concerning European GNSS Programmes – should submit the documents specified in sections 2.4.4.2. (a) and (b) – NDAs and Legal Entity Forms. The documents specified under sections 2.4.4.2 (c) and (d) (LSO appointment proof and compliance matrix to SAL) should be submitted with the tender.

Question #3: Please clarify whether it is sufficient to send a signed NDA on behalf of the prime contractor or whether NDAs are also required from proposed subcontractors? If NDAs are also required from subcontractors, if the identities of the subcontractors are not known at this stage is it acceptable for their NDAs to be submitted later, as long as they are received by 20th June?

Answer: See section 2.4.4.2, notes (p. 21) – “Any economic operator belonging to a consortium and any sub-contractor performing tasks under the contract ,who has a need-to-know for the Proprietary Information to be released under the NDA, has to enter into a separate NDA with the GSA for the purpose of this procurement procedure. Failure to do so may lead to exclusion of the tenderer from the procurement procedure.”

The time period for submission of a request for entering into an NDA specified in section 1.5 is advisable and aims at ensuring enough time to the tenders to prepare their offers. Therefore the tenderers may still send requests to enter in an NDA after this date, assuming that they will have to provide their tenders within the tender submission deadline. The GSA reserves the right not to process requests to enter in an NDA received 10 working days or less before the tender submission deadline.

Question #4: GSA/OP/32/15 “SUPPORT SERVICES FOR THE GSA”, Annex I.1.4, Specific technical terms of reference – lot 4, Exploitation Strategy Support- Please clarify the expected effort required for Lot 4.

- Section 2.4.1 states “Below is the estimated number of Full-Time Equivalent (FTEs) for the tasks” but the estimated number of FTEs appears to be missing in the text
- Section 2.4.1.1, Task 1 is the only task mentioned no other tasks are defined as yet. Task 1 is understood to be for one PA and one JA and is a non-continuous assignment.

Answer:

- The estimation of the expected effort is provided in section 2.4.1.1.
- Correct

Question #5: GSA/OP/32/15 “SUPPORT SERVICES FOR THE GSA”, Annex I.1.4, Specific technical terms of reference – lot 4, Exploitation Strategy Support- Please clarify the place of performance nonetheless Task 1 is not continuous. The place of performance for Lot 4 is stated to be Prague, but please advise if all the work on the tasks has to be undertaken in Prague, or can the tasks be achieved by a mix of working at the advisor’s normal place of work with missions to the GSA in Prague as needed. This has cost and resource impact (accommodation in Prague and travels from the Advisors normal place of work).

Answer: The place of performance is Prague as specified in section 2.4.2 of Annex I.1.4. Proposals shall comply with the requirements set, non-compliance may lead to rejection of the tender. The template financial offer (Annex I.8) specifies the prices that are to be introduced by the tenderer. GSA has the right to order any of the services specified in the Financial Offer – the tenderers are to specify all prices requested, irrespective of the indicative quantity stated.

Question #6: Please advise whether to participate to Lot 4 the tenderer needs to handle “CLASSIFIED” information?

Answer: The contractor under Lot 4 may be requested to handle classified information. The tenderers bidding for Lot 4 (as for all other lots) should submit as part of their tenders a proof of a Local Security Officer Appointment and a dully filled–in and signed compliance matrix to SAL (see criterion L3, section 3.1 of the general tender specifications).

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