

Clarification Note #3

GSA internal reference: 221530

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

Question #7: For administrative documents which have already been submitted to the GSA in a previous tender and are older than twelve months but whose content has not changed, could the GSA accept a declaration by the tenderer with reference to these documents that their content has not changed and is still valid? If not, could the GSA accept a declaration of the responsible entity, which initially issued the document, that its content has not changed and is still valid?

Answer: Below is the list of the administrative documents, only two of them one can be re-submitted, accompanied by a declaration that the circumstances did not change:

Document	Comment
Cover Letter	Must be issued for the particular tender (new)
Identification form	Must be issued for the tender (new)
Legal Entity Form	Must be issued for the particular tender being as well an evidence for compliance with the selection criteria (new)
Statement of authorised representative	Previously submitted document/s can be resubmitted, If not issued for the particular tender and empowering the signatory to sign the documents for the particular tender only.
Statement/declaration by each of the consortium members specifying the company or person heading the project and authorised to submit an tender on behalf of the consortium	Must be issued for the particular tender (new)
In case of consortium or group of service providers, a signed, stamped and dated declaration of intent (Annex I.10) specifying each sub-contractor's undertaking to provide the services proposed in the tender, presenting as well the subcontractors' contacts and legal representative	Must be issued for the particular tender (new)
Financial identification form	The previously submitted document can be used, accompanied by a declaration of the bank and the tenderer that the data stated



	are true and valid also at the time of the offer submission.
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Question #8: We are interested to bid for the above project. For the bid we need to get accredited for PRS at a national level. Please support us with the exact accreditation requirements.

Answer: The process to obtain the PRS authorisation is under the responsibility of the Competent PRS Authority (CPA) designated by the Member State where the economic operator is established. In case a tenderer cannot find the contacts of the relevant CPA, they may refer their question to the GSA at tenders@gsa.europa.eu specifying the subject "GSA/OP/32/15 - PRS Authorisation".

Clarification #9: The title of Lot 3 is Legal support as specified in the contract notice.

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