



## Clarification Note # 2

GSA internal reference: 247805

**Procurement procedure: GSA/OP/08/18**

**GSA SAB Accreditation Support**

**Question #2: In table: Price Table 1 – FWC Single Unit price, of “Annex I.5 to the Tender Specifications - Template Financial Offer”, it is stated that “Travelling time for mission approved by GSA is considered as working time, please refer to Article 1.3.2 of the FWC”. However, Article 1.3.2 – ‘Reimbursement of mission expenses’ of the draft FWC does not specifically address Travelling Time; could you clarify what is considered Travelling Time and confirm that this travelling time for mission approved by GSA is considered as working time?**

**Answer #2:** Any “Travelling Time” should be understood as “*the time actually spent on travelling*” as stipulated in Article I.3.4 of the FWC. The Travelling Time during a ‘mission day’ is considered as time of service provision (“working time”) which can be invoiced within the limits laid down in Article I.3.2 to I.3.4 of the FWC. As it follows from Articles I.3.2 and I.3.4 of the FWC, the contractor cannot invoice the Travelling Time for mission on a ‘travel day’ within the meaning of Article I.3.2.1 of the FWC.

**Question #3: In Annex I (‘Tender Specifications’) under section 2.3, the type of Tasks for both lots A and B are defined, however the expected activation of Tasks based on their type is not specified; how much time in advance are Tasks activated?**

**Answer #3:** Please refer to introduction in section 2.4 and section 2.4.2 of the Tender Specifications. The tasks will be defined in specific contracts and they will be activated by requests for services. In particular, it should be understood that especially a Task B may be subject to short notice adjustment, as it is based on man-days. For example, the contractor’s personnel that may be supporting the GSA onsite for a specific period, may be asked (if the profile fits) to reprioritise another Task(s) that may appear while on GSA site [refer to section 2.4.4 (‘Resource availability’)].

**Question #4: Could I kindly ask for the following documents in editable format, regarding the GSA/OP/08/18 “GSA SAB Accreditation Support” Call for Tenders; (i) Annex I.3 - Template Identification Sheet of the Tenderer (ii) Annex I.6 - Template Power of Attorney; (iii) Annex I.8 - Template Letter of Intent.**

**Answer #4:** Please find the relevant Annexes in an editable version in the section “GSA/OP/08/18 - GSA SAB Accreditation Support” at the GSA procurement website (<https://www.gsa.europa.eu/about/how-we-work/procurement>).

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