



Clarification Note 1

GSA internal reference: 233276

Procurement procedure: GSA/01/01/17 General ICT Support to the GSA

Question #1: Section 3.2.2 of the tender specifications - economic and financial capacity criteria for both lots, indicates that for criterion F1 together with Annex I. F (Financial Statements) the tender must include the tenderer's annual accounts. For criterion F2 it is indicated that the economic capacity will be evidenced by submitting a statement of overall turnover and turnover relating to the relevant services of the last 3 (three) years, as approved by the competent body of the company and, where applicable, audited and/or published (with reference to Annex I.F).

- (i) Please confirm that, as the turnover is already included in the full copy of the tenderer's annual accounts, this statement does not need to be audited.
- (ii) Please confirm if we should include the published accounts for the last three years as referenced in Annex I. F?

Answer:

- (i) Yes, statement of overall turnover and turnover relating to the relevant services does not require to be audited, but duly signed by the competent body of the company.
- (ii) Yes, the official tenderer's annual accounts for the last three years are to be submitted as the supporting documentation to the Annex I. F.

Question #2: The economic and financial capacity criteria for both lots in section 3.2.2 of the tender specifications indicate that criterion F1 is applicable to each consortium member individually while criterion F2 to all consortium members cumulatively.

Annex I. F indicates on its first page that the information tables therein contained must be provided separately for each legal entity participating in the tendering procedure (all members of consortium as well as sub-contractors). Can you please confirm this Annex I. F must only be provided by the consortium members and not by subcontractors not supporting the financial capacity of the consortium?

Answer: Yes, Annex I.F is to be submitted for each consortium member only.

Question #3: Section 4.6 Presentation of the tender in its point 1 & point 11 indicates: In case of consortium - necessary relevant document(s) proving authorisation of this legal entity to (i) submit the tender and (ii) to sign the ensuing contract in case of award on behalf of the consortium (as described in section 2.3.7). Is the understanding that this document refers to the Power of Attorney, as listed under point 5 of this list, supported by the official document granting powers of representation to the leader of the Consortium, correct?

Answer: It is confirmed.



Question #4: Section 4.6 Presentation - in reference document number 4 for Envelope 1 is indicated: A duly signed and dated statement of authorisation containing the name and position of the representative/signatory and official documentary evidence on the person's legal authority to validly sign the tender and the Contract on behalf of the organisation, should it be awarded it (one per tenderer and each signatory of a Power of Attorney). Is the understanding that the statement of authorisation is already contained in the Power of Attorney (Annex I.I), and must be supported by the documentary evidence for valid signature for the leader of the Consortium (but not for each member) correct?

Answer: The power of Attorney in Annex I.I is to authorise the consortium leader to represent the consortium on behalf of all entities forming the consortium for the purpose of the tender. The **statement of authorisation** refers to each entity included in the tenderer's organisation (prime contractor (if there is no consortium) / consortium leader and consortium partner / subcontractor) and aims to demonstrate that the person pointed out in it is authorised to represent the entity for the purpose of the tender. It is to be accompanied by **official documentary evidence** on the person's legal authority to validly sign the tender and the Contract on behalf of the organisation.

Question #5: Annex I.N Declaration of minimum requirement, can you please confirm if in case of consortia this declaration must only be presented by the consortium leader?

Answer: A common declaration is to be provided by the prime contractor (if there is no consortium) or the consortium leader (in case of consortium) for compliance to the minimum requirement M1 (please delete the second billet point when preparing the declaration). It should refer to the compliance of the tenderer's organisation as a whole.

For minimum requirement M2, a declaration for each entity included in the tenderer's organisation (prime contractor (if there is no consortium) / consortium leader / consortium partner / subcontractor) must be submitted (please delete the first billet point when preparing the declaration).

Question #6: Annex I.N Declaration of minimum requirement - can you please confirm if in case of consortia this declaration must only be presented by the consortium leader?

Answer: See the response to question #5.

Question #7: Annex I.L.2 to the Tender Specifications, Desired Content of the Technical Offer does not include any reference to human resources (as indicated for Lot 1).

Can you please confirm if we should include information on human resources: organisational chart, structure of the company and a list of staff and CVs proposed to execute the work?

Answer: We confirm the requirement is applicable for Lot 1 only.

Question #8: According to the tender specifications, section 2.3.6 Subcontracting, indicates that in case the tenderer relies on a subcontractor to fulfil specific selection criteria, i.e. capacity requirements, it has to mention that subcontractor in its proposal. On the other hand, sections 3.2.3. Specific selection criteria for Lot 1 & 2 list criteria to be evidenced which are applicable to all tenderers (all consortium members cumulatively). According to these two paragraphs, is the



understanding that the subcontractors can be considered included as consortium members, and that if they provide capacity criteria they must be correctly identified correct?

Answer:

As indicated in section 3.2.3 for each selection criterion – criteria S1-S3 must be fulfilled by each consortium member (prime contractor if there is no consortium) and each proposed subcontractor.

Criteria S4-S7 for Lot 1 and S4- S6 for Lot 2 must be fulfilled by the consortium members or the prime contractor (if there is no consortium) without counting on the subcontractors proposed.

Subcontractors are not consortium members. All members of a consortium - i.e. the leader and all other members (in case of consortium) are jointly and severally liable to the contracting authority, while in case of subcontracting, the prime contractor or the consortium (in case of consortium) will remain the sole partner and person legally and financially responsible vis-à-vis the GSA.

Question #9: Can you please provide word version of Annex "gsa-op-01-17_annex_i.m_security_convention_remote_access" in order to ease its completion?

Answer: A word version was published on the GSA website <https://www.gsa.europa.eu/about/how-we-work/procurement> under the section for the tender.

Question #10: Regarding the description of GSA IT Infrastructure for Lot 1, can you please indicate which version of Netasq products are part of the GSA's core network hardware core technologies?

Answer: Tech. specification of Netasq products currently used at GSA ICT infrastructure is:

Firmware: 9.1.0.5

HW: NG1000

End of document