

CLARIFICATION NOTE #3

Procurement procedure: GSA/OP/09/16 – “Provision of specialised support to GSA’s market development”

Question #3:

As mentioned in Section 4.5.4 of the tender specifications, the total length of the technical proposal must consist of a total of maximum 50 pages. From our understanding of the grid provided at page 41, the 50 pages of the technical proposal shall include the executive summary (max 2 pages), as well as the response to the simulation exercise defined for each Lot (max 20 pages). Could you please confirm? If not, does the response to the simulation exercise need to be considered as an annex, thus making the technical proposal composed by two documents of 50 pages addressing the tender specifications + 20 pages for the response to the simulation exercise?

Answer: We confirm your understanding. The simulation exercise (max 20 Pages) and the executive summary (max 2 pages) shall be included in the 50 pages of the technical proposal.

Question #4:

As mentioned in Section 4.5.4 of the tender specifications, the technical proposal shall also “include all supporting documents (Curricula Vitae, list of references, etc.) requested in Annexes I.G.1, I.G.2, I.G.3, I.G.4 or I.G.5, as appropriate”. From our understanding of such statement, the documents shall be provided in an extended format (e.g. Europass format for what concerns the curricula vitae), therefore they shall be submitted as an Annex, and not counted within the 50 pages of the technical proposal. Could you please confirm?

Answer: Yes, we confirm that the curricula shall be submitted as annex and will not be counted within the 50 pages of the technical proposal.

Question #5:

Section 4.5.4 of the tender specifications, and more specifically the Paragraph on the “Information on human resources to be used within the framework contract”, states that the “each tenderer must include in the technical proposal an organisational chart, presenting the structure of the company [...]”. Could you please confirm that the organisational chart presenting the “structure of the company” shall be read as the organisational chart presenting the structure of the consortium team / organisation proposed to execute the work within the framework contract? If not, shall it be the organisational structure of each company participating in the Consortium?

Answer: Yes, we confirm that the structure of the organisation proposed to execute the work within the framework contract (consortium team with subcontractors / prime tenderer with subcontractors – as appropriate) is requested. The consortium may also include in the technical proposal the organisational structure of each company.

Question #6:

As stated in Section 3.3.1 of the tender specifications, the technical quality of the tender will be assessed on the basis of the tenderer's technical proposal, whose score will be drawn up on the basis of the following qualitative award criteria:

- Q1. Overall quality and completeness of the proposal for the simulation exercise
- Q2. Adequacy of the proposed approach and methodology of the simulation exercise
- Q3. Adequacy and quality of the project management & planning of the simulation exercise
- Q4. Adequacy of proposed measures to deal with conflict of interest issues raising during the contract execution, [...]

Considering the above-mentioned criteria and the respective maximum points to be potentially assigned during the assessment of the tenders, it seems that a maximum of 90 points can be scored on the response to the simulation exercise only, whilst the remaining 10 points on the conflict of interest-related issues. Could you please confirm?

If so, which kind of criteria would be used for the evaluation of the remaining 30 pages of the technical proposal?

Answer: Yes, we confirm that a maximum of 90 points can be scored on the response to the simulation exercise and remaining 10 points on the conflict of interest related-issues.

The remaining 30 pages are functional to the understanding of the simulation exercise and verification of the credibility of exercise proposed.

Question #7:

From what is stated within criterion Q3 of Section 3.3.1 of the tender specifications, it seems that the adequacy and quality of the project management and planning activities will be evaluated as being linked to the simulation exercise only. Could you please confirm the statement above?

If yes, would a general overall project management methodology – not included within the 20 pages addressing the response to the simulation exercise – be evaluated?

Answer: Yes, we confirm that the adequacy and quality of the project management and planning activities developed in the frame of the simulation exercise will be evaluated.

As mentioned in the answer to Q6, a general overall project management methodology is functional to verify the credibility of the exercise proposed and may be included in the technical proposal.

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