

CLARIFICATION NOTE #4

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

Question #8:

As mentioned in Section 4.5.3, 4.5.4, and 4.5.5 of the tender specifications, the relevant documents shall be presented in one original and three copies per envelope. In Section 4.6 it is underlined that each envelope must contain also three electronic versions of the documents (CD-ROM or USB flash drive). Could you please clarify how many copies and in which format tenderers shall submit?

Answer: One original and three copies shall be submitted in paper. Further three electronic copies shall be submitted in electronic version (CD-ROM or USB flash drive). The copies shall be used by the evaluation committee members during the evaluation.

Question #9:

As mentioned in Section 4.6 of tender specifications, tenders shall be sent by post mail, express mail, or commercial courier and the evidence is constituted by the date of dispatch, by the postmark or the date of the deposit slip, to the indicated address. From our understanding the evidence of the submission of the tender consists in the date of the dispatch to the courier, mail, express mail. Indeed, if the tender will be consigned to the courier on the date of the deadline for submission, it will be considered accepted. Could you please confirm?

Answer: Yes, we confirm that mentioned deadline refers to the date of submission and not to the date of receipt by the GSA of the tender by post mail, express mail, or commercial courier. However, tenders which are hand-delivered should be delivered not later than 17.00 (CET) on date indicated in section 1.2 of the tender specifications.

Question #10:

In the tender specifications, section 2.4.11.1, is requested that the tenderer shall fill in, sign and submit the SAL (Annex I.M). The SAL included in the tender package does not contain any fields to be completed, nor has it space for signatures or comments. Other tenders from GSA typically include a “Compliance Matrix to the Requirements of the SAL”. Please clarify.

Answer: The SAL attached to the tender specifications does not include provisions that are to be filled-in by the tenderer. Tenderers authorised representatives are requested to initialise each page and stamp and sign the last page of the SAL, confirming compliance with its requirements. No SAL compliance matrix is foreseen in this tender procedure.

Question #11:

In section 4.5.4 of tender specifications, tenderers are requested to submit within their technical offer “a justification note about absence of conflict of interests” Please confirm the requested note refers to the input which is to be provided by the bidders for evaluation of criterion Q4 (section 3.3.1 of the tender specifications and is to be included in the technical offer (50 pages). Is there any

template to be used? If not, shall the note be based on GSA policy on prevention and management of conflict of interest?

Answer: The justification note mentioned in section 4.5.4 and the presentation mentioned in section 2.4.10.2 (2) refer to the information which the bidders must present in order to make possible the evaluation of award criterion Q4. To this end they may be merged or kept separately at the discretion of the bidder and must be part of the technical offer. No template is available. The information provided must demonstrate the adequacy of proposed measures to deal with conflict of interest issues raising during the contract execution, including (but not limited to) circumstances referred to in the GSA policy on prevention and management of conflicts of interest for staff and third parties (Annex II.V to the framework contract) and shall be evaluated on the basis of the quality of methodology to implement measures against conflict of interests during the duration of the contract.

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