
Questions and Answers relating to Tender – EMEA-2009-54-IT-PM

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Questions and answers

No.	Question	Answer
1	We are a India based company and are interested to participate in this tender. We wish to know whether a Indian company can participate in this Tender.	The applicant must be registered in a European Union (EU) or European Economic Area (EEA) Member State or in any other country which has concluded a bilateral or multilateral agreement with the Communities on public procurement. If the company is only registered in India, it is not eligible to participate in our tender as no such agreements exist with India.
2	PQQ 04 05 "Contract Reference – Sheets 04 05 Contract Reference A-B-C-D-E" : In case of Consortium, can we consolidate the references of the Consortium members and propose a total of 5 References for the Consortium ?	For joint applications, responses to the Professional and Technical Capacity questions are assessed for the Applicant as a whole rather than for each individual company, so a Consortium can consolidate the references for the members, including subcontractors, and propose a total of five Reference Projects for the Consortium.
3	PQQ 04 05 "Contract Reference – Sheets 04 05 Contract Reference A-B-C-D-E": In a case of use of Subcontractors, can we consolidate the references of the Subcontractors and propose a total of 5 References in our response to the PQQ ?	See the answer to No. 2 above.
4	PQQ 04 5 "Professional and Technical Capacity – References – Sheet 04 Professional & Technical": 04 5 mentions "References (3-5) to services (support or project) included in the project tabs". Do you mean "References (4-5)..."?	No, it means that between 3 and 5 Reference Projects should be presented.
5	We would like to know whether the nature of the work to be performed is exclusively intra-muros or some of the requested services could be executed at tender's site	The nature of the work to be performed is not exclusively intra-muros and some of the services could be executed at the tenderer's site.
6	Is a cascade mechanism for the winners of the Framework Contract envisaged?	No.
7	Due to the holiday season, we would like to ask you for an extension of 7 calendar days to complete the Pre-Qualification questionnaire.	EMEA is not in a position to extend the current deadline for the submission of pre-qualification questionnaires.
8	Could you to clarify whether the PQQ refers to networks as a functional area or	The PQQ refers to both networks and security as functional areas.

	network security ie/ security consulting specific to networking.	Consultancy will also be required for both networks and security.
9	Could you please clarify whether an offer that is sent by registered post must also arrive before 12:00, 7th August 2009, or is it sufficient for this offer to be postmarked by August 7, 2009?	A submission sent by registered post should be postmarked on 7 th August or before. Provided that this is the case, it does not need to arrive by 12 noon on 7 th August.
10	In relation to the “01. Identification”, please clarify the following: a) In the first question “Is the bid being submitted by”, could you please define the meaning of the terms “informal group of companies”, “partnership” and “limited liability partnership”? i. In the case of two or more companies established as separate legal entities (i.e. S.A.), are submitting a joint bid for the tender in subject as a consortium which has not taken a legal form, which of the above fields should be filled in? ii. In case a single company is submitting a bid, but is including at least one subcontractor, which of the above fields should be filled in? b) In response to “01.10 Parent guarantee”, could you please specify the evidence that should be submitted? c) Further to the above question, please elaborate on the following case: A Company is a separate legal entity belonging to a Group of companies and is submitting a bid for this tender as a sole entity without relying on the financial or technical capacity of the Group. Could you please specify if this Company should submit this “Parent	a) By an informal group of companies, we mean joint applicants who have not formed and do not intend to form a legally constituted consortium. This could be, for example, a number of companies belonging to the same group of companies or a single company working with subcontractors. A partnership is defined as a business owned by two or more people who agree on the method of distribution of profits and/or losses and on the extent to which each will be liable for the debts of one another. A limited liability partnership is a business structure that limits a partner’s liability to the amount of his or her investment. i. “Informal group of companies” if there is no intention to form a legal consortium. “Formal consortium” if there is an intention to form a legal consortium but at a later date. ii. “Informal group of companies”. We refer you to our “Guidebook for Tenderers”, available for download from the Calls for Tender section of our website, and in particular to section 5.1, Joint tenders, with regard to point i. above as additional documentation may be required at a later date with regard to the formation of a legal consortium. b) The parental guarantee should take the form of a letter from the parent company which guarantees the liabilities of the subsidiary. c) It is not necessary to submit the parental guarantee in this case. Applicants will, however, need to supply accounts for the parent company as detailed in the PQQ. If the parent company is not a guarantor, there is no need to supply details of the Professional Risk Indemnity Insurance for the parent company.

	guarantee" considering that this "Parent"="Group" is not bidding for this tender? Furthermore, please specify the same in the case this Company has also a Professional Risk Indemnity Insurance. d) In "01.11 Is the applicant", could you please specify whether this field should be filled in with the information of the 'Prime Contractor / Lead Company of a consortium bidding for the tender in subject?	d) There are two identification sheets 01 for the Lead Applicant and 01b for Joint applicants. In sheet 01, the field should be completed by the Lead Applicant. Any joint applicants should complete form 01b and should enter their details in 01.11.
11	In worksheet "03. Financial and Economic Capacity", we understand that the evidence requested under "03.2" should not be provided if the requested information is available in the audited accounts submitted in response to "03.1". The same goes for the evidence requested under "03.3" in the case the evidence requested under "03.2" is submitted. Please confirm.	Your understanding is correct in respect of both 03.2 and 03.3.
12	In relation to "04. Professional and Technical Capacity": a) Regarding the CVs requested under "04.8" could you please specify whether the association table for CVs and names should be submitted in a separate folder, clearly identified as e.g. "Association Table for CVs and Names"? Please elaborate further. b) For "04.14" we understand that this field should be left blank in the case where the Tenderer has no further comments. Please confirm.	a) Q04.8 indicates that the Applicant should provide a separate association table or list with regard to CVs. This can be submitted in a separate sealed envelope clearly marked as indicated. b) Correct.
13	In the case that the Tenderer identifies at this phase a subcontractor can he include in his offer subcontractor's skills list data (worksheet 04.12)?	For section 04 Professional and Technical Capacity, responses from joint applicants, including subcontractors, will be evaluated for the group as a whole, rather than for each individual company. Therefore, applicants should take into account the capacities of all members of the joint application when completing the worksheets beginning 04.
14	Is it acceptable for the Tenderer to provide a single document (e.g. Proof C) which covers all points listed in all cells 02.1 to 02.6 and 02.8 to 02.9 of the 02 Exclusion Criteria worksheet?	Yes.
15	In respect of the Exclusion Criteria supporting documentation, would EMEA accept Proof C for applicants, including subcontractors, even if such certificates and documents (Proof A and B) can be issued in the country concerned?	Yes.
16	Could you please confirm that the address label of the outer envelope of the	Yes. However, applicants should note that, if the package is delivered

	tender should be the one shown on the first sheet of the PQQ excel sheet, paragraph 6?	by hand or via a courier service, delivery must be made to the address in paragraph 8.3.
17	Could you please confirm that evidence for Professional Risk Indemnity Insurance is not requested for subcontractors?	A response to Q. 03.6 is required for all members of a joint application, including sub-contractors.
18	Could you please clarify what information you are looking for for this question: 04 10 - Describe a relevant customer profile.	The response should be a description of a typical customer of the applicant company or grouping.
19	Sheet 01 Identification If the response to “A single organisation alone?” is “yes”, then the comments suggest omitting questions 01.11 and 01.12. However, question 01.11 “Is the Applicant” still seems to be relevant and, in our case, a response of “A private limited company” should still be stated. Can you please clarify this?	Yes, you are correct. The note should suggest omitting questions 01.12 and 01.13, both of which relate to joint applications. As a single organisation alone, you should answer Q01.11.
20	Sheet 04 05 Contract Reference There appears to be a conflict in cells C20 through C22 in the information sought and the guidance provided by the comments. Network Layers 1, 2 and 3 means something very different to architectural tiers 1, 2 and 3. Could you please confirm what's being request here, network layer specific detail, or application architectural detail?	The information being requested here is with regard to the architectural tiers.
21	According to our understanding the inclusion of a subcontractor in the prequalification stage does not imply the obligation to work with this subcontractor at the second (bid) stage. Could you please confirm that our understanding is correct? If not could you please elaborate further on this issue?	We refer you to EMEA's “Guidebook for Tenderers”, section 5.2 Subcontracting on page 9, which states that tenderers should ensure that they maintain the same subcontractors throughout a procurement procedure as the evaluation will be made in relation to the individual legal identity (corporate entity or otherwise) and capacity as well as the combined capacities of both the tenderer and the subcontractor(s).
22	Taking into consideration the season of the publication of this restricted Call for Tenders and also of the fact that the timeframe provided for this first (prequalification) stage was not sufficient enough to allow for the necessary organisational issues pertaining the establishment of joint bids to take place, we would highly appreciate it if you could elaborate on the following issues by providing possible ways / solutions which will allow the Tenderers to get better organized during the second (bid) stage and subsequently better serve the EMEA and this project's requirements:	

	a) Could you please specify whether a Tenderer can include a subcontractor, not indicated during the first (prequalification) stage, during the second (bid) stage with the precondition that all the necessary administrative details and evidence are properly submitted during the second (bid) stage? b) Could you please specify whether a Tenderer can include a Partner (joint bid), not indicated during the first (prequalification) stage, during the second (bid) stage with the precondition that all the necessary administrative details and evidence are properly submitted during the second (bid) stage?	a) See answer to Q18 above. b) We refer you to our “Guidebook for Tenderers”, section 5.1 Joint tenders on page 8, which states that the proposed partners may not be changed, revised or replaced during the course of a procurement procedure without EMEA’s permission and not at all after the selection phase (the end of the pre-qualification phase in this case) since evaluation will have taken into account their individual legal identity (corporate entity or otherwise) and capacity as well as their combined capacities.
23	If a vendor is unable to supply all the services listed within section 04.2 and all the skills listed within section 04.12, will that preclude them from selection, or reduce the likelihood of selection?	Selected applicants are likely to be able to supply either all or the majority of the services listed in section 04.2 and either all or the majority of skills listed in 04.12.
24	Is there any further clarification as to what end solution is being sought? E.g. are EMEA looking for a security solution, a network solution, a managed infrastructure solution?	No. This is a two-part procedure and technical specifications will be sent only to those applicants shortlisted following evaluation of the pre-qualification questionnaire responses.
25	Can you please provide further clarification of the nature of services within • 04.2.3 – need this include implementation of hardware? • 04.2.9 – what precisely does “E-mail management systems and services” cover? • 04.2.12 – does “IT technical training” cover a broader range of training outside of IT Networks and Security Training and Awareness?	04.2.3 No. 04.2.9 See the answer to Q24 above. 04.2.12 No.
26	Does the list of skills within 04.12 cover the design element alone or design, management and physical implementation?	The list of skills in section 04.12 covers all the elements contained in the list in section 04.2.

Document History

Version	Who	When	What
0.1	AZA	25/06/09	Q & A sheet created.
0.2	SEA	15/07/09	Q1 and answer added.
1.0	SEA	16/07/09	Version 1.0 for publication.
1.1	SEA	17/07/09	Q2 to 7 added with draft answers.
2.0	SEA	20/07/09	Version 2.0 for publication.
2.1	SEA	20/07/09	Minor correction. Version 2.1 to be published.
2.2	SEA	21/07/09	Finalisation for publication.
2.3	SEA	22/07/09	Q8-14 added with draft answers for review.
2.4	SEA	22/07/09	Minor amendments following review.
3.0	SEA	23/07/09	Version 3.0 for publication.
3.1	AZA	27/07/09	Questions 15-17 added.
3.2	SEA	28/07/09	Questions 18-22 added with draft answers for all except Q20.
3.3	SEA	28/07/09	Minor amendments.
3.4	SEA	30/07/09	Answer to Q20 added.
4.0	SEA	30/07/09	Version 4.0 for publication.
4.1	SEA	03/08/09	Questions 23-26 added with draft answers.
5.0	SEA	04/08/09	Version 5.0 for publication.