



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Questions and Answers relating to Tender – EMA-2013-09-ICT

Restricted Tender for an outsourced IT Service Desk for the Agency

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Questions and answers

No.	Question	Answer
1	Could you please let me know if there are TUPE implications for the above contract.	TUPE may apply in relation to this tender. Further information will be provided to Tenderers who are invited to submit a bid after receipt of their PQQ. The attention of tenderers is drawn to Section 13 of the EMA Guidebook for Tenderers and information on the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE"). The Guidebook is available from the EMA website at the following location: EMA Guidebook to Tenderers
2	We have decided to partner another organisation with whom we have worked for a number of years. Looking at the PQQ I have a couple of questions to which I could not find the answer within the document. 1. Do the submissions need to be presented in a single "bundle" or will you recognise the relationship between the two partners by their response, particularly in 2.4.? 2. Am I right in thinking that both companies involved in the partnership need to complete the PQQ in full? 3. Will our partner company need to register their interest in participating in this PQQ as we have done?	1. Yes, the submissions need to be presented together. Please ensure that all relevant sections; 1.1, 1.2, 1.3 & 1.4 are completed by each member individually, including subcontractors. You must also complete Section 2.4, giving details of all parties. You must ensure the exclusion documentation is completed and signed for each member as well. 2. Yes, see above. 3. No, your registration of interest is sufficient.
3.	Please could you explain what information is required in respect of sub-contractors? Section 5.2 of the Guidebook for Tenderers offers some information but is the requirement the same for a PQQ? I note in particular that section 5 requests some information and question 6.7 specifically refers. Are subcontractors required to complete the PQQ in full?	It is stated clearly in the PQQ document that each applicant, including sub-contractors, must complete the parts relating to exclusion criteria, insurance and economic and financial capacity. There is also a clear reminder of this at the start of the relevant sections of the PQQ. Furthermore the sub-contractors contribution must be reflected when responding to questions in Section 6, Professional and Technical Capacity as a consolidated assessment shall be made of this Section, as explained in the PQQ.
4	What proof documents are required for the following questions?	

No.	Question	Answer
	6.3 a – Will a statement issued by HR Manager of applicant's organization be acceptable? 6.3b – Will a statement issued by respective Project Managers do as most of the relevant contracts are SLA driven? 6.4 – We understand that only organization's certificates are required, not of any individual staff. Is our understanding correct? 6.5 – We understand that description of 3 similar contracts managed during past 3 years including description of work undertaken and customer/sub-contractor details, as required, are only to be provided. No P.O./Contract copy is required to be submitted. Is the understanding correct?	63.a Yes, as long as the statement contains the average annual manpower for the last three years then this will be acceptable. 6.3b Yes, as long as the statement contains the number of staff that have worked continuously within the relevant business area of the applicant for the last three years. 6.4 Yes, your understanding is correct. 6.5 Yes, your understanding is correct.

Document History

Version	Who	When	What
1.1	RC		Q 1 added.
1.2	RC		Q 2 added.
1.3	RC	11/06/2013	Sent for Publication
1.4	RC	17/06/2013	Q 3+4 added. Sent to CPSO for review
1.5	CPSO	18/06/2013	Comments Made
1.6	RC	18/06/2013	Updated and returned to CPSO for review.
1.7	RC	18/06/2013	Minor Corrections
1.8	CPSO	19/06/2013	Final Review
1.9	RC	19/06/2013	Sent for Publication