

Helsinki,
D(2010)

Subject: ECHA/2010/93: Multiple framework contracts with re-opening of competition and division into five lots for the provision of management consulting services

CLARIFICATIONS 8

8.1.

Q:

Art 3 of the tender specifications (fixed price contract - p64) and Art 3 of annex B (Time & Means contracts = page 69) says that the amount specified to be paid by the Agency shall cover all expenditure incurred by the contractor in performing the contract. But it is also mentioned that in addition to the said amount, travel and subsistence expenses up to a max of shall be reimbursed (ARTICLE II. 7 - REIMBURSEMENTS). Also mentioned is a daily subsistence allowance.

However, in the RfP (p21), it says that "prices must be all-inclusive. However, travel expenses shall be reimbursed but only in the case of work performed at a location other than the Agency's premises ..."

Question:

Is the on-site price all-inclusive or is expenditure reimbursed?

A:

In case of an on site assignment, where the work is performed at the normal location, i.e. at the Agency's premises, the on site prices have to be all inclusive and travel expenses shall not be reimbursed. In case of an on site assignment, where exceptionally part of the work is performed outside the normal location, i.e. outside the Agency's premises, the on site prices have to be all inclusive, but the expenses incurred to travel to the location other than the normal location for performing the work shall be reimbursed, together with the daily subsistence allowance, in accordance with the provisions of the Framework Contract.

8.2.

Q:

Your invitation to tender letter suggests that the bid needs to be packaged as **three** original documents (one administrative, one technical, one financial document), plus 3 copies, plus 3 CD-ROMs.

However, your specifications document suggests that:

3. The offer must be placed inside two sealed envelopes. The outer envelope should bear the address as mentioned above as well as the reference to this invitation to tender as indicated in the subject of this letter. The inner envelope should be addressed to the Finance unit R1 and also bear the reference to this invitation to tender as indicated in the subject of this letter as well as the mention: "*Not to be opened by the internal mail*"

department". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must be sealed and contain **two** offers: one should be bound and one unbound. In addition, the inner envelope must contain a CD ROM containing the offer in a format that can be accessed by Microsoft Office software. Tenders submitted in other forms or after the deadline will not be considered.

(p 41-42 of your specification document)

The question is what procedure will be required.

A:

The offer must be placed inside two sealed envelopes. The outer envelope should bear the address as mentioned above as well as the reference to this invitation to tender as indicated in the subject of this letter. The inner envelope should be addressed to the Finance unit R1 and also bear the reference to this invitation to tender as indicated in the subject of this letter as well as the mention: "*Not to be opened by the internal mail department*". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope shall contain:

- a sealed envelope for the administrative proposal comprising:
 - one paper original of the administrative proposal (bound)
 - one paper copy of the administrative proposal (unbound)
 - one electronic copy of the administrative proposal (accessible by MS Office software)
- a sealed envelope for the technical proposal comprising:
 - one paper original of the technical proposal (bound)
 - one paper copy of the technical proposal (unbound)
 - one electronic copy of the technical proposal (accessible by MS Office software)
- a sealed envelope for the financial proposal comprising:
 - one paper original of the financial proposal (bound)
 - one paper copy of the financial proposal (unbound)
 - one electronic copy of the financial proposal (accessible by MS Office software)

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