

Helsinki, 9 January 2012

CLARIFICATIONS: 1

**Open call for tender ECHA/2011/191
Provision of interim staff to the European Chemicals Agency (ECHA) in Helsinki**

Question 1.1:

Continuous page numbering through all sections (envelopes) 1-3, or each section with separate page numbering starting with 1.?

Answer:

Tenderers can number the pages of the tender documents as they prefer, per section or continuously through the whole submitted tender documentation, but preferably in common logical order.

Question 1.2:

On the Financial offer, Offer for Scenario, column "Number of Man-Days". For how long period of time do the Number of Man-Days indicate?

Answer:

The table "Offer for Scenario" serves as a tool for evaluation of the total price and is not based on any real needs for the already given "Number of Man-Days". It is only an example.

Please note that the price comparison between offers during the evaluation will be based solely on the total price of the scenario. The total price indicated here does not necessarily represent an amount that will correspond to the overall value of the framework contract, nor do the particular services necessarily represent the services that will be contracted through order forms. Unit prices must be equal in both tables, be without VAT, be all inclusive and given by daily rate for each Category.

Question 1.3:

Tender Specifications, page 14/61. We have difficulties to understand how AW1 and AW2 differ from each other. Could you open more what topics you want tenderer to cover in section AW1? What topics tenderers have to cover the maximum points?

Answer:

Assessment basis for AW1 can be related to some extent to pg. 6 section 1.3. Tenderers are expected to formulate in their own words and describe, that according to their company policy and practices, how would the procedure for the provision of interim staff for ECHA look like.

Assessment basis for AW2 can be related to some extent to section 2.8. Tenderers are expected to formulate in their own words and describe, that according to their company policy and practices, what are their tools, their methodology, their data-base of suitable candidates for ECHA.

Question 1.4:

Tender Specification, page 13+19/61: Technical standing. Are demanded information same in page 13 (a-d) and 19 (2.1-2.4)? If we have answered to demands in page 19 (selection criteria) do we pass this stage or do we need to provide more information?

Answer:

The requested documents/information on pg. 13 (a-d) and on pg. 19 are the same. The two descriptions were meant to compliment each other in order for the Tenderers better to understand what is requested on one hand and how it will be assessed on the other hand. In order to pass the assessment of the selection criteria, all documents listed on pg. 19 have to be submitted.

Question 1.5:

Confidentiality. Tenderes have confidential documents included in their offer, how should we mark those confidential documents and should we put the documents in certain envelop or is it possible that we have confidential document in each envelope?

Answer:

ECHA has not foreseen to ask the Tenderers to submit confidential documents. The tendering procedure follows the principles of public procurement. However, in case Tenderers consider some of the submitted tender documents to be confidential, they are welcome to visibly mark them with a sign "confidential". These documents can be concluded in any/each envelope.