

Helsinki, 19/12/2014

## **CLARIFICATION 1**

### **Open call for tenders ECHA/2014/344**

#### **Multiple Framework Contract for the provision of interim staff to ECHA**

##### **Question 1.1**

Specifications page 8: "the normal working week shall be 40 hours". Do you mean 40 hours including lunch?

##### **Answer 1.1**

The normal working week is 37.5 hours, and can, in compliance with the Finnish legislation and the collective agreement reach maximum 40 hours. We refer to Corrigendum II, through which this section of the Specifications was clarified.

##### **Question 1.2**

Specifications page 19: "Evidence for selection criteria 2.4". If we have 3 international client cooperations which all have lasted years 2011-2013 is it enough that we fill one reference form per client so altogether 3 forms?

##### **Answer 1.2**

Yes, in the case mentioned above, providing three forms (covering the three years and the three contract references) is sufficient.

##### **Question 1.3**

Specifications page 20: "Prices shall be fixed and not subject to revision throughout the whole duration of the contract". Could you confirm this is really what ECHA wants or do you mean first 12 months?

##### **Answer 1.3**

We refer to Corrigendum I: the tender specifications ( and draft Framework contract) now foresee the possibility of one price revision, namely after 24 months (according to the price revision clause mentioned in Article I.3.2 of the Framework contract).

##### **Question 1.4**

Specifications page 20: AW 3: We have difficulties to understand what we should answer to this AW. Could explain more details what do you want that tenderer should cover on issues below: timely preparation of the contracts, monitoring and reporting systems, quality checks, level of administrative flexibility, role of the focal contact point, set up of the team

**Answer 1.4**

We cannot give additional information regarding this award criterion 3 (AW 3 on p.26 of the specifications), for which the assessment basis is specified on p.20. The technical offer will, with regard to AW 3, be assessed on the basis of your proposal for timely preparation of the contracts, monitoring and reporting systems, quality checks, level of administrative flexibility, role of the focal contact point and set up of the team.

**Question 1.5**

Specifications page 25: 2.3 Staff Capacity: University level education: Do you accept both upper and lower level university degrees?

**Answer 1.5**

Yes, both upper and lower level university degrees are accepted.

**Question 2.1**

**Annex 4.2.3.4 – Contract reference form:** *“Number of tenderer’s own technical staff involved in man-days, by profile”.*

Could you kindly specify the meaning of the phrase “own technical staff” in this context?

**Answer 2.1**

In the contract reference form “own technical staff” refers to the own staff (contract manager/assistants) of the tenderer involved in the implementation and follow up of the contract. It does not mean the interim staff.

**Question 2.2**

**Subcontractors:** Are the service providers which are supplying services for Tenderer (such as computer systems for booking the staff) considered as subcontractors in this contract?

**Answer 2.2**

Subcontracting, as referred to in the tender specifications, is a situation where a contract is to be established between the contracting authority (ECHA) and a contractor and where the contractor or tenderer, in order to carry out that contract, enters into legal commitments with other entities for performing parts of that contract.

If these other entities are involved in the contract implementation, the tenderer has to provide in the offer the two required additional documents, namely:

- (1) the documents stating the roles, activities and responsibilities of the proposed subcontractor(s) and the reasons why subcontracting is envisaged; and
- (2) a letter of intent by each proposed subcontractor stating its intention to collaborate with the tender, if the tenderer wins the contract and their willingness to accept the tasks and the terms and conditions set out above (in the specifications), in particular article II.18 of the draft service contract.

### **Question 2.3**

**Annex 4.2.4 Financial Offer Form:** The prices are requested to be given as in Daily Rates. Should we consider that it means 8 hours per day?

### **Answer 2.3**

We refer to Corrigendum II, through which the relevant section of the Specifications was clarified. The normal working day is 7.5 hours (with a maximum of 8 hours), in compliance with the Finnish legislation and the collective agreement.

### **Question 2.4**

**CV's of the proposed staff in Europass CV format:** There is a difference between the *European Curriculum Vitae format* model in the request for proposal (see the copy in attachment 1) and *the Europass CV format* found from the website (<https://europass.cedefop.europa.eu/fi/home>).

Which one should be attached in the offer?

### **Answer 2.4**

Both templates are Europass CV's and both can therefore be used for this call for tender.

**ECHA**