

EUROPEAN EXTERNAL ACTION SERVICE



DEPARTMENT RESOURCES
ADMINISTRATION AND FINANCE

Directorate Finance and Corporate Support
Information Technology

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EEAS.MDRA.3/YDE

EEAS-386-DIVA3-SER-FWC – ISDLC

FOURTH LOT OF QUESTIONS/ANSWERS

Questions/answers:

- **Question 91: Tender specifications - Certification**

Can professional certifications be replaced by a certain number of years of relevant professional experience in the same area as the certification?

Answer to question 91:

No.

- **Question 92: Tender specifications -**

In the document Tender Specifications, in page 15 and 16 EEAS gives a list of document, starting from Cover letter and finishing with the documents requested for the selection criteria. This documents must not be place in the technical envelope or the financial envelope according to the instructions. Our understanding is that we should place a third inner envelope called administrative that should contain all this documents. Could you please confirm our understanding? If not can you please explain where we should place this documents?

Answer to question 92:

All documents you will provide which must not be placed in the “Technical” envelope or the “Financial” envelope as mentioned on pages 15 and 16 of the Tender Specifications do not need to be gathered in a third envelope.

But, of course, all documents submitted in addition to the “Technical” envelope and the “Financial” envelope documents must be submitted in one main sealed

envelope or box which contains also both “Technical” and the “Financial” envelopes.

- **Question 93: Tender specifications - electronic**

In all the documents provided there is no reference to a an electronic copy of the tender. We understand that it is not necessary an electronic copy of the tender. Could you please confirm our understanding? If not, could you please explain specify how we should prepare this copy? For example, 1 CD for the technical and 1 CD for the Financial or 1 for all the tender.

Answer to question 93:

Annex XI.A and Annex XI.b must be given both in paper and electronic versions and put into the “Financial envelope”.

You are not obliged to provide an electronic copy of all the other documents to be submitted but you can add an electronic copy of them, if you wish to do so.

- **Question 94: Annex IX 1. - Tenderer’s Organisation Structure**

In question 1.1 (page 27 in Tender Specifications document), it is asked to describe the organisational structure of the entity/entities in no more than 10 pages.

As this question has to be answered by each member of a consortium, could you please clarify if the rule of 10 pages applies to the individual response of each consortium’s member or applies to the response of the consortium’s members as whole.

Answer to question 94:

Please see answer to question n° 5 of the first lot of questions/answers published together with all documents related to this tendering procedure at the following URL: <http://eeas.europa.eu/business-tenders/>.

In addition for question 1.1, the rule of maximum 10 pages applies to the individual response of each entity involved.

[Signed]

Philippe RUYS
Head of Division