



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
Direct taxation, Tax Coordination, Economic Analysis and Evaluation
Economic analysis, evaluation & impact assessment support

Brussels,
taxud.r.1(2014)3050462

**Subject: Call for tenders TAXUD/2014/AO-04
(Provision of Tax and Customs Information Services) –
replies to questions**

Dear Madam, dear Sir,

Enclosed you will find the replies to the questions received from 20/08/2014 up to 22/08/2014 (questions 12 to 17).

This letter is being posted on the website of the Directorate-General for Taxation and Customs Union, at the following URL (“Questions & Answers” section):

http://ec.europa.eu/taxation_customs/common/tenders_grants/tenders/ao_2014_04_en.htm

Questions received subsequently will be answered in further letters which will be placed regularly on the same website. Prospective tenderers are invited to monitor this site attentively.

As mentioned in the invitation letter (ref. Ares(2014)2137776 dated 27/06/2014) published with the tender documents, requests for additional information received less than five working days before the closing date for submission of tenders, i.e. after 25/08/2014, will not be processed.

Yours faithfully,

(e-signed)
Gaëtan Nicodème
Head of Unit

Question no. 12

We have a question on the section 4.4. of the questionnaire.

Under 4.4.2.1., we have to answer the question: *Do you have a methodology for:*

1. *Project management;*
2. *Providing tax and customs information services in relation to the scope of this call for tenders*

If yes, we understand that, as stipulated in the questionnaire, we have to refer to two documents presenting a *table of content* of:

- (a) Our project management approach. We do not have to present the main document related to this table of content in our bid but only the table of content.
- (b) Our methodology to provide tax and customs information services. We have to refer to a document that presents the table of content of our methodology that is developed under the section 5.1. of the questionnaire. Indeed, the methodology for providing tax and customs information services in relation to the scope of this call for tenders is the same as the one “The tenderer shall specify the methodologies proposed in order to cope with the variety of tasks to be implemented under the contract methodology”(cf. Section 5.1.)

Is our understanding correct?

Reply

- (a) Section 4.4.2.1 relates to the selection criteria (technical and professional capacity). To be able to meet the selection criteria, the tenderer has to prove that he has a methodology for project management and a methodology for providing tax and customs information services in relation to the scope of this call for tenders, respectively. As explained in the reply to question no. 9, you only need to provide the “table of contents” of the most important document of each methodology.
- (b) Section 5.1 however, relates to the award criteria. For the award criteria, the evaluation committee will assess **the quality** of these methodologies. Accordingly, tenderers need to provide detailed explanations on the methodologies they intend to use so that the quality of those methodologies can be evaluated.

Question no. 13

In relation to the Q&A # 5 published on 13 August, we would be grateful if you could clarify the following:

Our understanding is that letters of undertaking would be sufficient to cover the required geographic scope of the tender (approx. 60 countries worldwide), from firms based in the countries in question, in the event that specific requests for services launched under the framework may cover those countries. However, the above-mentioned Q&A implies that such firms may have to be considered as subcontractors, implying that in addition to letters of undertaking, all of the additional documentation required for subcontractors would have to be provided for firms based in all countries under the scope of the tender. Could you please therefore clarify whether letters of undertaking are sufficient at this

stage or whether we should instead provide the full set of documentation as required for subcontractors to cover every single country?

Reply

As explained in the “Tender Form” (page 2 of the Questionnaire), the tenderer has the option of bidding as a sole tenderer or as part of a group of tenderers.

Tenderers may decide to subcontract or not and it is up to the tenderers to assess if their respective situations involve subcontracting or not.

As explained in the “Subcontracting” section of the Questionnaire (page 3), if the tenderer (sole or as part of a group) **needs to get into legal commitments with other legal entities in order to provide the services requested under this call for tenders**, the other legal entities **will be considered as subcontractors** and, indeed, each subcontractor will have to provide the information as requested under section 1, 2 (and 3, except bullet point 4, as the case may be) of the Questionnaire. Furthermore, each subcontractor will have to provide a **letter of intent**.

Question no. 14

Under 6.3.4 of the Guidebook for Tenderers you mention that any CVs should not indicate names. Since we’ve been asked to use the Europass template, does this mean that we shouldn’t include photos, contact details and other personal information such as date of birth, email etc, either?

Reply

Your understanding is correct.

Question no. 15

In terms of the submission, the invitation letter mentions that the inner and outer envelopes, addressed to the department indicated in the invitation to tender, should be marked as follows:

"Invitation to tender - not to be opened by the internal mail department".

Open call for tenders TAXUD/2014/AO-04 – Provision of tax and customs information services

Tender presented by: (Name of the company)

This is slightly different to what was included in section 6.4.4 of the Guidebook for tenderers. Can you please clarify if the name of our company should be included on the outer envelope?

Reply

Section 6.4.4 of the Guidebook for tenderers states *"The envelopes or boxes shall also indicate the clear identity of the tenderer"*.

Question no. 16

Also can you please confirm that you expect

- an outer envelope which should include an inner envelope and
- the inner envelope must contain
 - the cover letter
 - our completed questionnaire
 - the separate elements you had specified in section 6.4.3 of the Guidebook and
 - two envelopes, one with the technical offer (i.e. our responses to questions 5.1. and 5.2 of the questionnaire) and the other with the financial quotation (Annex 3)?

Reply

Section 6.4 "Preparing your offer for submission" of the Guidebook for tenderers is self-explanatory.

Question no. 17

The address under section 7.1 of the Guidebook is different from the address specified under section 6.4.4. Which is the address/ correct postcode we should use for posting our tender?

Reply

Please use the following address as stated in the letter of invitation:

European Commission
Directorate-General Taxation and Customs Union
Unit R1, "Finances and Human Resources"
For the attention of Mr Jean-Louis Vergnolle (J-79 6/40)
Avenue du Bourget 1
B-1140 Evere
Belgium