



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
Resources
Taxation systems & IT compliance

Brussels,
taxud.r.1(2013)3065846

Subject: Call for tenders TAXUD/2013/AO-03 (TIMEA2) – replies to questions

Dear Madam, Dear Sir,

Enclosed you will find the replies to the questions received from 12/08/2013 up to 21/08/2013 (questions 9 to 18).

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_2013_03_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(2013)2693873 date 17/07/2013) 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 09/09/2013, will not be processed.

e-signed
Paul-Hervé Theunissen
Head of Unit

Question no. 9

Questionnaire, p. 13, 4.2.3.1.1 “for technical training only in relation with the profiles requested”: are we correct in understanding that only technical training in relation with the profiles should be mentioned? If not, please specify about what other training you expect information.

Reply

Your understanding is correct.

Question no. 10

ToR, p.57 and Questionnaire p. 31- : Are we correct in understanding that, for the proposal, a Taxud specific format has to be used (the one provided in the questionnaire) while after the contract will be awarded, the supplier will have to use the Europass template? Or could both formats be used in both cases?

Reply

Your understanding is correct; the specific format provided in the Questionnaire (page 31) has to be used for the proposal, while after the contract will be awarded, the contractor will have to use the Europass template.

Question no. 11

ToR, p. 73, 8.3 Confidentiality: we understand from that section that each contractor consultant working for DG Taxud will have to sign the Annex VI document, which also mentions conflict of interest. Is it the same document that has to be signed by the tenderer, to meet the requirements of the Questionnaire, p. 8 – Exclusion of the tenderer, item 9?

The Annex VI seems to have to be signed, for the 1st part, by individual acting on their own and in the second part (essentially under item e)) by the tenderer. Could you clarify to what extent this annex has to be submitted with the proposal (or not)?

Reply

Annex VI serves both purposes. It is signed by the tenderer and submitted together with his offer. During contract execution, it must be signed by each consultant just prior to the start of his/her assignment in DG TAXUD.

Question no. 12

Regarding section 4.4.3 of the Questionnaire, could you please clarify the following for the project references of projects executed in 2011 or 2012:

- a) Projects could have a start date prior to 2011.
- b) Projects may have not completed before 1/1/2013.

Reply

- a) Your understanding is correct.
- b) Your understanding is correct.

Question no.13

It is our understanding that a Tenderer can rely on subcontractor's technical and professional capacity (Section 4 of the questionnaire). Could you therefore please confirm that the relevant statement on page 4 of the questionnaire should read "Therefore tenderers cannot rely on the economic and financial capacity of the subcontractors when replying to Section 3"?

Reply

Tenderers can rely on subcontractor's **economic, financial, technical and professional** capacity.

The statement "Therefore tenderers cannot rely on the economic and financial capacity of the subcontractors when replying to Section 3" should be disregarded.

If the Tenderer relies on another entity (e.g. parent company, subcontractor) to meet the criteria concerning the economic and financial capacity, this other entity must also complete section 3 of the Questionnaire (except bullet point 4) and has to provide a written declaration stating that it will fully support your company during the execution of the contract (as indicated in bullet points 5 and 6 of section 3 of the Questionnaire).

A new version of the Questionnaire can be found on DG TAXUD's website:
(http://ec.europa.eu/taxation_customs/common/tenders_grants/tenders/ao_2013_03_en.htm)

Question no.14

For the profiles described in the ToR the minimum number of years of related experience is referred to with the term 'recent'. Can you please clarify what the term 'recent' means? For example, if a candidate has over 5 years of practical BPM analysis experience gained e.g. 3-4 years ago and fulfills the rest of the requirements of the BPM Analyst profile, but for the past 2-3 years has been working as an IT Analyst or Architect, not performing BPM analysis work, does this disqualify this candidate for the BPM Analyst profile (P4)?

Reply

The term "recent" in the Terms of Reference refers to the minimum number of years of related experience. Which means that the related experience must have been acquired over the last 10 years for all profiles except for profile "P10 Application expert" for which experience must have been acquired over the last 6 years. Any experience acquired before these time frames will not be taken into account.

Question no. 15

Questionnaire 4.4.1.1: "The delivery has to be certified by the purchaser; or failing this, declared by the service provider to have been effected".

According to the above, it is our understanding that it is sufficient for the tenderers to provide a signed declaration stating that the list of principal services provided contain true information and that the delivery of the envisaged services was successful. Could you please confirm that our understanding is correct?

Reply

Your understanding is correct.

Question no. 16

Question 4.4.2.1: Could projects (in the area of the required project/services) that were completed in 2013 also be included in this question?

Reply

Yes, projects completed prior to the submission deadline (i.e. 13/09/2013) are acceptable.

Question no. 17

Further to your answer to Question 3 regarding the authorized number of pages per answer:

- (a) Could you explain what do you consider as a complex question?
- (b) Could you give examples of such complex questions?
- (c) Do they belong to the “technical and professional capacity” section of the questionnaire or rather to the technical evaluation one or both?
- (d) As the number of pages is limited, are we correct in assuming that cross references among answers is authorised, especially when we see a logical sequence?
- (e) Still in the same context, we understand it is acceptable to have the main elements of an answer within the 2 pages limit and to provide further details (e.g. schema, table, ...) in appendix?

Reply

- (a) It is up to the Tenderer to judge if a question is complex or not (and, in this case, if the reply requires more than 2 pages or not). If a reply requires more than 2 pages, references should be made to annexes or supporting documents which are separated from the questionnaire.
- (b) Based on the reply to the previous question, no we cannot.
- (c) They can belong to both.
- (d) You can structure the drafting of your offer as you see fit provided that the questionnaire format and order is respected.
- (e) Your understanding is correct and in line with the replies given above to questions (a) and (b).

Question no. 18

Taking into account both the Guidebook and the Tendering specifications, we understand that a subcontractor does have to provide all documents required for the exclusion criteria as well as those required for the technical and professional capacity, but not those regarding the economic and financial capacity. Is our understanding correct?

Reply

Please refer to the reply to question no. 13.