



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

Brussels,  
taxud.r.1(2013)3220670

**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 06/09/2013 up to 09/09/2013 (questions 24 to 33).

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](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. 24**

What is the volume of the contract (in terms of estimated number of man-days that will be requested during the contractual period of 5 years or the estimated budget in EUR or any other convenient measure)? Could you please indicate the volume of the previous contract in total and per profile of expert?

**Reply**

The volume of the contract is as indicated in Annex III (Price Table). For the volume of the previous contract, please refer to the Official Journal 2008/S 203-268728 (<http://ted.europa.eu/udl?uri=TED:NOTICE:268728-2008:TEXT:EN:HTML>). Please note that the TIMEA2 profiles and requirements are different than the previous contract and that there is no mapping between them.

**Question no. 25**

Tendering Specifications, p. 6/13, 4.2 Subcontracting

“e) one-person companies (or free-lancers) may be authorised as sub-contractors and added to the list of sub-contractors. Free-lancers shall submit a letter of intent to collaborate as sub-contractors in this call for tenders;”

and

Annex I: Questionnaire, p. 11, 4.1 Response Requirements

“The CVs must be of consultants under a contractual relationship with the tenderer at the time of tendering (the tenderer has to provide proof).”

**Question:**

We understand that freelancers are not necessarily “under a contractual relationship with the tenderer at the time of tendering”. They may cooperate on a project by project basis with a tenderer. We understand that, in view of the above quotation from Tendering Specifications, freelancers which are not under a specific contractual relationship with the tenderer at the time of tendering can be proposed in any of the profiles. This is in line with the policy of the European Commission and all EU institutions. Please confirm our understanding. If your answer is negative, please justify.

**Reply**

Your understanding is correct. Freelancers may be proposed for as long as they are declared by means of Attachment 4 to the Questionnaire, and when they submit a letter of intent to collaborate as subcontractors in this call for tenders.

**Question no. 26**

Tendering Specifications, p. 8/13, 6.2.1 Economic and financial capacity

“c) A statement of overall turnover and the turnover related to the scope of the contract, during the last three financial years, which establishes that they are equal or superior to 30.000.000 EUR and 20.000.000 EUR respectively.”

and

Annex I: Questionnaire, p. 10, 3. Selection of the tenderer / Economic and financial capacity

“A statement of the overall turnover and the turnover related to the scope of the contract, during each of the last three financial years, which establish that they are equal or superior to 30.000.000 EUR and 20.000.000 EUR respectively. In the case of a consortium, the turnover figures will be assessed at the level of the consortium and not in relation to each individual partner of the consortium;”

**Question:**

The first of the above two quotations indicates explicitly that the thresholds (30.000.000 and 20.000.000 EUR) applies to the sum of the turnovers (“overall turnover”) of 2010, 2011 and 2012. Please confirm that this is also meant by the corresponding quotation in the questionnaire.

**Reply**

“Overall turnover” and “turnover related to the scope of the contract” is annual and cannot be summed up. “Overall turnover” is the Tenderer’s (or Group of Tenderer’s) overall turnover. It is not the sum of turnovers over several years.

**Question no. 27**

Annex I: Questionnaire, p.11, 4.1 Response Requirements

“The CVs must be of consultants under a contractual relationship with the tenderer at the time of tendering (the tenderer has to provide proof).”

and

Annex 4, p. 13/21, 6.4.3. Elements to be separated from the rest of the offer

“The following elements of your offer must be submitted in separate binders or folders, which must be clearly labelled:

- (1) Any financial quotation and its supporting documents,
- (2) the list with personal data referred to in Section 6.3.4, where applicable.”

**Question:**

We understand that for the sake of confidentiality and personal data protection the proof of contractual relationship should be inserted in the same envelope as the list with personal data. Please confirm.

**Reply**

Your understanding is correct.

### **Question no. 28**

Annex 3, Price table template

Question:

We refer to “services to price according to percentage of a profile unit price”. To our understanding, the formula used for the calculation of the estimated budget (last column) divides the estimated quantity (1.000 days) equally among all the profiles (i.e. it assumes that 1.000/11 days will be spent in 24 hours on-call service by each profile). This is not commensurate with the projected number of days that will be consumed by each profile. Should you change the formula by distributing proportionally the 1.000 days in analogy to the estimated quantity of each profile and provide the new Annex 3.

### **Reply**

“Services to price according to percentage of a profile unit price” can be used for any of the profiles. As at the time of writing it is unknown which profile will be used most for this service, the current formula is considered the most appropriate. There will be no change to Annex 3.

### **Question no. 29**

Annex 3, Price table template

Question:

- (1) We understand that the number of days under the “Estimated quantity TOTAL” column corresponds to an estimation of the total number of person-days of each profile that will be requested during a 5-year contractual period. Please confirm or else clarify.
- (2) Could you please indicate the number which applied in the previous contract? What is the number of person-days requested each year for each type of expert-profile?
- (3) Is DG TAXUD sure that the percentage of experts it will require in each category is as defined in the table of Annex 3? The figures indicated there have a serious impact on the calculation of the financial offer.

### **Reply**

- (1) We confirm.
- (2) Please refer to the reply to Question n°24.
- (3) Annex 3, Price Table, does not define percentages of experts. It defines profiles and the estimated amount of man-days that will be ordered per profile.

**Question no. 30**

Annex 3, p. 41/183, 5.1 Area of activity:

“DG TAXUD requires the services of intra muros consultants in all areas pertaining to its value chain (see section 4.6.1), ...”

Question:

There is no section 4.6.1 in Annex 3. Please provide an indication of the correct section.

**Reply**

We understand that you refer to Annex 2 and not to Annex 3. The correct reference is section 4.8.1 instead of 4.6.1.

**Question no. 31**

ANNEX I: QUESTIONNAIRE, p. 23-25, Technical evaluation criteria

Question:

- (1) Our understanding is that all the questions under each technical evaluation criterion are equally weighted. Please confirm.
- (2) Could you please explain the elements that the Evaluators will take into account to evaluate criterion 5.4 (Structure, clarity and level of completeness of the tender)?

**Reply**

- (1) There is no weighting under each technical evaluation criterion.
- (2) As stated, the evaluators will examine the structure, the clarity and the level of completeness of the tender.

**Question no. 32**

ANNEX I: QUESTIONNAIRE, p. 31, Guidelines for the completion of the CV:

Question:

Could you please specify how many months of experience correspond to each level of competence (1 basic, 5 excellent)?

**Reply**

The tenderer is responsible to rate the competence levels in consistency with all the elements contained in the CV.

**Question no. 33**

ANNEX I: QUESTIONNAIRE, p. 24, Technical evaluation criteria, “5.2.4 ... demonstrate the average time that he will propose for the supply of the selected candidate.”

Question:

Our understanding is that simply stating the average time for the supply of the selected candidate is sufficient as a response. Please confirm or explain

**Reply**

It is up to the Tenderers to assess how to best answer the questions in the Questionnaire. The Evaluation Committee will evaluate these answers against the published award criteria.