



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

Brussels,
taxud.r1 (2014)3670660

Subject: Call for tenders TAXUD/2014/AO-01 (Provision of economic analysis in the area of taxation) - Replies to questions

Dear Madam, Dear Sir,

You will find in the Annex to this letter the replies to the questions received from 01/10/2014 up to 10/10/2014 (questions 4 to 10).

This letter is being posted on the website of the Directorate-General for Taxation and Customs Union, at this URL address.

http://ec.europa.eu/taxation_customs/common/tenders_grants/tenders/ao_2014_01_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)2731004 - 20/08/2014) 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 22/10/2014, will not be processed.

Yours faithfully,

(e-signed)
Gaëtan Nicodème
Head of Unit

Question no. 4

In the Tender Specifications (Section 8, p.9) you ask for evidence of professional risk indemnity insurance. Should the professional risk indemnity insurance cover the value of the total framework contract (as specified in Annex III) or should it cover the average value of a single project of the present framework contract (total value divided by the number of 20 estimated projects/assignments; see Tender Specifications, Section 2, p.2).

Is the answer the same for the consortium leader and the various partners?

Reply

The expressed requirement for tenderers (sole tenderer or tendering group) is, for each sole tenderer or for each member of a tendering group to provide only the evidence of their respective professional risk indemnity insurance valid at the time of submission of the offer, as indicated in Section 8, pages 9-10, of the Tendering Specifications.

Question no. 5

In Annex 1 (Section 4.1, p.10) it is required that section 4 "Selection of the Tenderer / Technical and Professional Capacity" is answered for the group of tenderers, which implies that a maximum of 7 CVs for the whole consortium can be provided. Does this imply that a consortium is only allowed to provide these 7 CVs or is it possible to present all active members of the consortium at a different part of the tender (e.g. within an appendix to the main text)?

Reply

As indicated in Annex 1 Section 4.1, p.10 – ("...seven (7) unique CV's in total, no more no less, any different number of CVs will lead to the non-selection") and in Section 4.2., p.10 ("In the case of a joint offer, the required information should be provided for the group of tenderers as a whole".), a consortium is only allowed to provide the required 7 CVs.

Question no. 6

Do subcontracts who are individual persons, i.e. freelancers need to complete a) section 1 of annex I: Questionnaire b) the declaration of honour on exclusion criteria (annex 5)?

Reply

Yes

Question no. 7

Can we include in the section 4.3 Client references table of annex 1, a subcontractor's reference, if the subcontractor is a person?

Reply

Yes, you may include a reference of your subcontractor's client.

Question no. 8

a) Do we have to submit 3 different cds which will include the electronic copy of our offer, i.e. one with each copy (one original and two copies) of our offer?

Reply

One original is enough.

b) In this electronic copy shall we include only the questionnaire of annex 1 or everything (i.e. the supporting documents such as legal entity form, CVs, etc in different files)?

Reply

Please see the Reply to Question no. 9.

Question no. 9

According to the invitation to tender letter, the inner envelope should contain two sealed envelopes, one containing the technical offer and the other the financial bid. According to section 6.4.3 of the guidebook some elements should be separated from the rest of the offer. Can you please provide more clarification on that? In which envelope points (1), (2), (3) and (4) of paragraph 6.4.3 of the guidebook should be included? Additionally, does the questionnaire of annex 1 and all the supporting documents should be included in the technical offer?

Reply

The inner envelope labelled – **Technical offer** will contain your offer submitted in triplicate (one original and two copies). The original version must be clearly labelled "*Original*" and the two copies "*Copy 1*" and "*Copy 2*". That includes:

- a covering letter signed by the person(s) empowered to represent the tenderer and entitled to sign the contract if your offer is successful
- the completed questionnaire (Annex 1), and the supporting documents
- an electronic copy of these elements (see section 6.3.5.2 of the Guidebook for tenderers)

The inner envelope labelled – **Financial offer** will contain your financial quotation and its supporting documents submitted in triplicate (one original and two copies). The original version must be clearly labelled "*Original*" and the two copies "*Copy 1*" and "*Copy 2*". Moreover this inner envelope will contain the following:

- the list with **personal data** referred to in section 6.3.4 of the Guidebook for tenderers, where applicable,

- the **financial identification form, the legal entity form** and the “power of attorney” form (if applicable) (see section 6.4.3 of the Guidebook for tenderers),
- an electronic copy of these elements (see section 6.3.5.2 of the Guidebook for tenderers).

Question no. 10

In the questionnaire on p.2 the EC writes that partners have to fill in sections 1 to 3 of the questionnaire EXCEPT bullet point 4 of section 3.

In the same questionnaire p.9 the EC refers to bullet point 4 of section 3 and asks for a statement of the overall turnover and the turnover related to the scope of the contract for 2011-2013. The turnover figures will be assessed at the level of the consortium and NOT in relation to each individual partner of the consortium.

Our understanding/default answer is: The coordinator has to prepare and sign a collective statement of turnover listing the figures communicated by the partners.

Reply

In case of a consortium, each member of the tendering group needs to provide their respective turnover figures. These figures will be assessed as a whole and not individually. For ease of reading, the tenderer has the choice to provide a summary statement of turnover listing the figures communicated by the members of the consortium.