

CLARIFICATION No 1

Reference: EEA/SES/12/003

Title: IT consultancy services on Geospatial Information System (GIS) – 4 lots: Advanced server based GIS and geospatial data handling; Cartographic production and traceability for EEA products; Advanced image processing; Technical support for INSPIRE implementation

Question 1

With reference to section 11.2.3 of the tender specifications, technical and professional capacity, first bullet point on human resources, EEA expects a minimum of 3 CVs of persons responsible for providing the services. Do you expect a minimum of 3 CVs per lot, or for each task per lot as mentioned in your table page 11?

Answer 1

The requirement for the submission of minimum 3 CVs of persons responsible for providing the services apply per lot.

In addition, tenderers are required to provide information on the qualification and experience of their consultants responsible for providing the services for each of the tasks listed per lot as specified in the table on page 11. The information shall be provided in the form of a cross table and not full CV.

Question 2

With reference to section 11.2.3 of the tender specifications, technical and professional capacity, first bullet point on human resources, EEA expects a minimum of 2 CVs for managerial staff and 3 CVs for persons responsible for providing the services. With regard to the latter, could you please clarify whether the minimum number of 3 CVs applies to the combined profiles of junior and senior consultants or to each of them separately, i.e. is the total minimum number of CVs 5 or 8?

Answer 2

Tenderers are required to provide a minimum of 5 CVs, i.e. minimum 2 CVs for managerial staff and minimum 3 CVs for persons responsible for providing the services, whether junior or senior.

Question 3

Please confirm that tenderer may propose more CVs than the minimum numbers in more than one lot, but some CVs might be the same, i.e. the proposed persons are enough in number that will be able to carry out the tasks in more than one lot, in the case that all these lots are awarded to the tenderer.

Answer 3

In accordance with the provisions in the last two paragraphs of section 6 of the tender specifications, pages 5 and 6 of 18, tenderers are requested to submit their bids separately for each individual lot, as they will be evaluated separately, lot by lot. However, the qualification and expertise of the proposed staff responsible for providing the services may well be equally relevant for one or more lot for which the tenderers intend to submit an offer. Tenderers may choose presenting the required evidence on technical and professional capacity as they see fit, i.e. as one for all lots or more sub-sections for each lot for which they intend to submit an offer, provided they make it clear to which lot the evidence refers.

Question 4

With reference to the second bullet point, past contracts, under section 11.2.3 of the tender specifications, pages 11 and 12 of 18, could you please confirm that:

- (a) the first category concerns only on-going relevant contracts (framework or specific);
- (b) the second category concerns contracts undertaken over the last 3 years but have been completed successfully by now (including on-going framework contracts with completed specific contracts therein);
- (c) there is no minimum number of contracts that need to be provided in each category.

Answer 4

Your understanding is correct; the first category concerns contracts that are still being implemented, whereas the second one relates to completed contracts. The purpose of this criterion is to assess the capacity of the tenderer to provide the requested services and carry out the requested tasks, as well as his capacity to manage and administer such contracts, in terms of their scope and value. To this end, specific contract under a framework contract might be more appropriate. There is no numerical minimum or maximum requirement for the number of contracts that tenderer list but the more extensive the relevant experience, the higher the chance to meet the requirement.

Question 5

With reference to section 11.3.1 of the tender specifications, second award criterion on technical merit for each lot, could you please clarify how to apply the four-page limit: does it refer to the entire award criterion or to each of the area listed? In addition, could you please confirm that the referenced projects on which the answers may be based on should not necessarily be one of the contracts referenced in section 11.2.3 on technical and professional capacity?

Answer 5

The four-page limit specified in the second award criterion on technical merit for each lot applies to each of the area listed, i.e. the reply should not exceed 48 pages for lot 1, 20 pages for lot 2, 24 pages for lot 3 and 28 pages for lot 4.

The representative reference projects to be listed and described under this award criterion on technical merit are meant to assess the understanding by the tenderer of the objective of the contract and the complexities of the tasks to be undertaken and the services to be provided to demonstrate that their tender offer the best value for money, whereas those to be listed under section 11.2.3, second bullet points aim at assessing the qualifications of the tenderer. The representative reference projects undertaken by the tenderer may thus be different, though it is not excluded that some of them can address both the selection criterion under section 11.2.3 and the award criterion under section 11.3.1.

Question 6

With reference to section 8 of the tender specifications (section II.1.2 of the contract notice), could you give me an indication on the ratio between extramural and intramural services?

Answer 6

Referring to section 8 of the tender specifications 'Place of delivery of the services' (page 7) it is mentioned that it depends on the requirements of the order forms.

The current situation of the extramural/intramural:

Lot 1: Intramural (30%). Extramural (70%)

Lot 2: All intramural (100%)

Lot 3: Extramural (100%)

Lot 4: Extramural (100%)

Question 7

With reference to section II.1.4. of the contract notice 'Framework agreement with a single operator'. Does this mean that you are looking for services from just one company? Or can the "single operator" have subcontractors?

Answer 7

The requirements are mentioned in section 4 'Participating in the tendering procedure' (page 3) of the tender specifications.

Question 8

Could you please provide to Tenderers a rough estimate of percentage of extramural and intramural work envisaged in the contract?

Answer 8

Please refer to answer 6

Question 9

Please clarify the following: In the case where a request is sent by EEA, this will concern entirely either extramural or intramural work, or it may concern both types of services within the same request (i.e. mixed type)?

Answer 9

It can be mixed and is agreed between the contractor and EEA. Please refer to answer 6.

Question 10

Please provide us with the estimated yearly medium FTE for intra-muros (for example, 1.5 FTE for Senior Consultant and 1 FTE for Junior Consultant)

Answer 10

The amount of staff in each lot depends on the yearly planned workload in that area. Please refer to answer 6.

Question 11

How does EEA plan to manage its requests: requirements definition, frequency, charge of work vs. cost, type of contracts (ex: time and materials ...), ...

Answer 11

In accordance with section 9 'Type and volume of the contract' (page 7) of the tender specifications: '...The services will be implemented through order forms depending on EEA's demand...'

Question 12

Is there a list of sensors (optical, SAR, DEM) to support?

Answer 12

EEA is using image data derived from a range of optical sensors.

Question 13

Is it possible to make a presentation and/or a visit you (and maybe your colleagues) at the EEA?

Answer 13

With reference to the invitation letter section 8 (page 2) it is stated that 'Contacts between the contracting authority and tenderers are prohibited throughout the procedure save on exceptional circumstances...'