

## QUESTIONS AND ANSWERS

## Provision of PROJECT AUDIT SERVICES to the SESAR Joint Undertaking - REF. SJU/LC/0111-CFT

N°	Subject	Reference in documents	Questions	Answers
1	<b>Tender documents</b> 03/10/2014	Tender documentation	Would you be so kind as to send the documents related to the above mentioned Open Procedure	All relevant tender documentation to this procedure is available on the following website of the SESAR Joint Undertaking: <a href="http://www.sesarju.eu/procurement/provision-project-audit-services-sju">http://www.sesarju.eu/procurement/provision-project-audit-services-sju</a>
2	<b>Deadline</b> 03/10/2014	Letter of Invitation to tender – point 2	<p>Checking the invitation to tender against the contract notice 2014/S 189-332867 published on the OJ, I've noticed that there is an inconsistency on the deadline for submission of tenders: the invitation to tender document mentions Tuesday 4th November, while the contract notice published on the OJ indicates Monday 3rd. Please find the documents attached for your convenience.</p> <p>I should be very grateful if you could please confirm the correct deadline for the submission of tenders.</p>	<p><b>Deadline for reception of tenders at the SJU premises is Tuesday 04 November 2014 at 11.00 am Brussels time.</b></p> <p>A corrigendum of the contract notice will be published within the following days.</p>
3	<b>Tender documentation and next steps</b> 05/10/2014	Letter of invitation to Tender	<p>I would like to express my company's interest. Please inform me of next steps with regards this.</p> <p>Several questions requesting the tender documentation</p>	<p>Next steps are described in the Letter of invitation to Tender and Tender specifications. All relevant tender documentation to this procedure such as</p> <p>a) tender documents describing the detailed requirements and steps of the procedure; b) a frequently updated version of the "Questions&amp; Answers document"; c) Corrigenda or any other document, are available on the following website of the SESAR Joint Undertaking: <a href="http://www.sesarju.eu/procurement/provision-project-audit-services-sju">http://www.sesarju.eu/procurement/provision-project-audit-services-sju</a></p>

4	<p><b>Purpose, aim; participation and eligibility</b></p> <p>05/10/2014</p>	<p>Invitation to tender – Point 18</p> <p>Tender specifications – Sections 1.4, 2 and 3</p>	<ol style="list-style-type: none"> <li>1. What exactly is the aim of this tender?</li> <li>2. Can any company submit or only SESAR Member?</li> <li>3. Who is eligible to submit?</li> </ol>	<p><u>Answer to question 4.1</u></p> <p>The purpose of this call for tender is defined in the tender specifications: section 1.4 on <i>purpose</i>, section 2 <i>technical specifications</i> provides further information on the subject matter, and section 3 on <i>contractual aspects</i>.</p> <p><u>Answer to question 4.2</u></p> <p>Membership to SESAR is not a condition to participate in this procurement procedure.</p> <p><u>Answer to question 4.3</u></p> <p>Eligibility, with the meaning of submitting a tender as a member of an established grouping/consortium, is open on equal terms to all natural and legal persons falling within the scope of the Treaties; only economic operators registered in the EU.</p> <p>Eligibility, with the meaning of subcontracting, does not have a geographical limitation.</p> <p>For further information on consortia and subcontracting, please refer to point 18 of the Letter of Invitation to tender.</p>
5	<p><b>Rates and prices</b></p> <p>05/10/2014</p>	<p>Tender specifications, section 2.8</p>	<ol style="list-style-type: none"> <li>1. As it is mentioned in paragraph 2.9. the average days per audit vary from 3-5, could you provide us with the average man-day per audit and the average amount of expenses to be verified by the selected auditor?</li> <li>2. With regard to specific offers (paragraph 3.4.), can you please confirm to us that working hours relating to meetings, coordination and reporting are chargeable?</li> </ol>	<p><u>Answer to question 5.1</u></p> <p>The SJU is not able to provide an estimate of the average man-day per audit since it depends on the proposed composition of the team of each firm. The average amount of expenses to be verified by the selected auditor cannot be provided either, because it depends on random selection of Cost Breakdown Forms which may vary.</p> <p><u>Answer to question 5.2</u></p> <p>Yes, working hours relating to meetings, coordination and reporting are chargeable. For reference, section 2.8 of the tender specifications, [...fixed daily rates need to include all costs and expenses directly and indirectly connected with the services to be provided...]</p>

6	<p><b>NEW!!!</b></p> <p><b>Evidence on exclusion criteria and selection criteria</b></p> <p>12/10/2014</p>	<p>Tender specifications, sections 4.2 and 4.3</p>	<p>Sections 4.2 and 4.3 of the tender Specifications state: <i>“The SJU may waive the obligation of a tenderer to submit the documentary evidence referred to above if such evidence has already been submitted to the SJU for the purposes of another procurement procedure and provided that the documents were issued not more than one year earlier and that they are still valid at dispatch of the information for candidates and tenderers. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, provide reference to that procedure and confirm that no changes in his situation have occurred”.</i></p> <p>Can you confirm that, as a participant in the previous procurement procedure ref SJU/LC/0099-CFT Provision of services to the SESAR Joint Undertaking: Lot 1 – Project Audit, we will not be required to re-submit the documentary evidence already provided?</p>	<p>Indeed the SJU may apply a waiver of the obligation of submitting the evidence required in section 4.2 and 4.3 as long as the following conditions are met:</p> <ul style="list-style-type: none"> <li>• As stated in the same paragraph <i>“provided that the documents were issued not more than one year earlier and that they are still valid at dispatch of the information for candidates and tenderers. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, provide reference to that procedure and confirm that no changes in his situation have occurred”.</i></li> <li>• The evidence fully covers the minimum requirements set, particularly for those in section 4.3.3 Technical and Professional Capacity.</li> </ul>
7	<p><b>NEW!!!</b></p> <p><b>Selection criteria – Technical and professional capacity</b></p> <p>16/10/2014</p>	<p>Tender specifications, sections 4.2 and 4.3</p>	<p>On page 15 of the Specifications (Section 4.3.3 point 2.b.ii) it is mentioned that <i>“the team members shall have fluency in English and French”.</i></p> <p>Can you please let us know if you expect each individual to be fluent in English and French, or if the team is expected to be fluent in English and French i.e. team members could be fluent in English and not necessarily in French?</p>	<p>The SJU accepts that tenderers provide language capabilities in French and English within the team.</p>