

Clarification Note #10

EUSPA internal reference: 303707

Procurement procedure: EUSPA/OP/37/23 (EUSPA/PRG/2024/OP/0001)

Title: 'Provision of support services to the European Union Agency for the Space Programme and the European Commission'

Question #199: In TS, it is stated that the FUP for the deliverables shall be set at FWC level (in the FWC financial proposal) and is a FFP type. Nevertheless, the Price articles of the FMW contract (I.4.1 and sub articles) do not contain any reference to these FUP. Could you please clarify?

Answer #199:

As per section 2.3.3 of Annex I – Tender Specifications, the fixed unit prices (FUPS) for the deliverables shall be set at FWC level (i.e., in the FWC financial proposal where there is a dedicated sheet for that purpose), and may be established as well at a Specific Contract level, at the time of the assignment of the Specific Contract, whereby in both cases they will be based on the man-day rates per the categories specified in section 2.1.2 of the Tender Specifications and the level of effort required for the deliverable production. As regards the man-day rates, all relevant information on what they comprise and how they are defined is included accordingly in Article I.4 of the FWC.

Question #200: The latest update (corrigendum 6) contains an error in the formulas for Tasks 2 to Task 13 for the > 6 months prices in GSMC-ES. In those tasks the rates of Toulouse are used. Shall we simply ignore the mistake and submit as is?

Answer #200:

Please consult Corrigendum No 8 published on 24/05/2024 in the 'Documents' section of the dedicated to this procurement procedure Funding and Tenders Portal webpage (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/a0afc6f2-a024-4ae3-8393-5dfde22f0001-CN#anchorDocuments>) duly addressing the particular matter raised in your question. To be noted that the said Corrigendum was accompanied accordingly by updated versions of Annex I.F.2 – Financial Table Lot 2, Annex I.F.3 – Financial Table Lot 3, Annex I.F.4 – Financial Table Lot 4 and Annex I.F.5 – Financial Table Lot 5 repealing the previous versions of the foregoing files. In this respect, for Lots 2, 3, 4 and 5, you are kindly requested to use only the latest versions of the relevant Financial Table Excel files resulting from Corrigendum No 8 when submitting your bids.

Question #201: The latest update (corrigendum 6) contains an error in the PCS A1 form in the formula for fetching the country code from the "General Information sheet". Shall we simply ignore the error and submit as is?

Answer #201:

You may, indeed, ignore this since the important country input is stored in the “General information” sheet.

Question #202: Regarding Lot 3, Annex I.F.3 and the Mission Travel Prices section - is our understanding correct that the fields can be left blank if, for example, for the HQ Prague site we provide consultants directly from that city and therefore incur no additional associated costs?

Answer #202:

In case for some of the sites there are not mission travel costs anticipated, a zero (current default) value should be the input in the relative cell field.

Question #203: Regarding Lot 3, Annex I.F.3 and the Delivery Provision Scenario section - what basis can we use for pricing if we do not have detailed knowledge of all the satellite systems involved? Is there any estimate of the workload for these individual Deliverables as well as for the Service Provision Scenario part?

Answer #203:

The information to help the bidder size the effort for any task is:

- The task description in section 3 of the Statement of Work for Lot 3;
- The inputs to be provided for the execution of the task cited in table 6 of the Statement of Work for Lot 3;
- The current effort engaged in that task cited in table 3 of the Statement of Work for Lot 3.

The final assessment of expected effort is for the bidders to undertake considering among other factors their know-how of the task in question.

Question #204: With regard to Lot 3, what does the location "EU City" in Annex I.F.3 and the Mission Travel Prices section mean from EUSPA's perspective?

Answer #204:

As per Article II.1 of the FWC, in the context of this procurement procedure as ‘EU main cities’ shall be understood cities within the European Union territory with a population of at least 500,000.00 citizens as per the available EUROSTAT data at the time of the procedure’s launch – Annex II.XII.

Concerning ‘Mission travel prices’, kindly consult Articles I.4.1.5 and I.4.1.6 of the FWC indicating that the ‘Mission travel prices’ of the Financial Proposal refer to prices of travel costs for a return trip for a mission by any means of transportation to destinations listed in the given Table (without travel at the destination, hotel and daily subsistence allowance, included in the all-inclusive daily rate) and are to be reimbursed on the basis of the fixed amount to be stated therein. When no fixed amounts are stipulated for a given destination, the travel costs are to be reimbursed according to the Mission Guidelines (Annex II.XII).

Question #205: We will bid as subcontractor in a Consortium for the Tender EUSPA/OP/37/23 LOT1. As part of the proposal, we are required to provide information about the company's ownership and control (L2. – Participation Conditions, Annex I.H – Part 2). This information is considered sensitive, and we do not intend to share this information with the leader of the Consortium, which is another private company. For that reason, we would like to provide this information directly to EUSPA, as proposed in Annex I.H – Part 1 “Criteria for assessment of participating conditions”, page 3 “General Instructions”. We propose to send the Annex I.H Part 2 including the supporting documentation via email directly to EUSPA (e.g. using the address: tenders@euspa.europa.eu). Can you please confirm that this way forward is acceptable to you?

Answer #205:

As per the General Instructions section of Annex I.H – Part 1, if an entity deems that the information provided in or with Annex I.H- Part 2 is too sensitive to be delivered via the prime tenderer or another member of the core team, it can:

- either provide it as a password-protected zip. archive within the global application and provide the associated password separately at the following email address: tenders@euspa.europa.eu. In such case, it should mention the name of the encrypted zip. archive and the name of the tender concerned in the email;
- or contact EUSPA at tenders@euspa.europa.eu to identify the appropriate way of transmission prior to the deadline for submission of the proposal. EUSPA will acknowledge reception by email and the applicant will communicate this proof to the prime tenderer or member of the core team in charge of the submission, which will need to include it in the submitted proposal.

EUSPA's preferred way forward would be the first option, i.e., for you to provide the dedicated file as a password-protected zip. archive within the global application (i.e., tender to be submitted by your Consortium Leader under EUSPA/OP/37/23 LOT1) and share the associated password separately with EUSPA at the email address tenders@euspa.europa.eu prior to the deadline for submission of offers - in the said email, you shall mention accordingly the name of the encrypted zip. archive, as well as the name of the tender concerned. This would allow not to scatter submission of the bidding documentation over different stages and means, but to have the relevant file provided as part of the global proposal of the given tenderer.

Nevertheless, the second option elaborated on in the General Instructions section of Annex I.H – Part 1 would also be feasible, provided that you proceed along the following lines: EUSPA shall need a confirmation by the Consortium Leader that you are, indeed, to be included as subcontractor in its bid to be submitted under EUSPA/OP/37/23 LOT1. In this respect, please liaise with your Consortium Leader so that you obtain the relevant explicit confirmation from its end, which could be shared accordingly with EUSPA. You may then submit the relevant Annex directly to the email address tenders@euspa.europa.eu. Such submission shall be made prior to the time limit for submission of offers and be accompanied by the foregoing confirmation of your role as subcontractor by the Consortium Leader. EUSPA will acknowledge reception by email, and you shall communicate this proof to the prime tenderer in charge of the tender's submission, which will then need to include it in the submitted proposal.

In both courses of action, you are kindly requested to duly justify accordingly the reasons as to why this ownership-related information included in the required Annex is considered to be too sensitive to be delivered via the prime tenderer or another member of the core team.

The relevant file will be opened alongside the tenderer's global proposal in the dedicated opening session.

Question #206: Is I.K form required to be filled only once by the Tenderer (Sole Tenderer or Consortium members) or are I.K forms required also by Subcontractors?

Answer #206:

The Annex I.K – Statement of Compliance is to be duly filed in, dated, signed and submitted only at the level of Prime.