

**Open Tender Procedure Clarifications and Corrigendum No. 1**  
**European Banking Authority Procurement Procedure: Catering Services and Supplies**  
**EBA/2015/08/OPS/SER/OP**  
**Date: 25<sup>th</sup> February 2016**

No.	Question	EBA Answer
1	Can newly formed companies apply for this contract by providing a 5 years financial forecast rather than a 3 years audited account or bank statement?	The minimum financial and economic capacity requirements are stated in Technical Specifications 3.3.2. EBA can not accept financial forecast as evidence of meeting the selection criteria.
2	Can one use the audited accounts of a sister company and apply as a joint venture?	Economic operators on the market are free to organise themselves as they so wish. A group of economic operators e.g. a consortium may submit a joint application in which case the members must designate one member as consortium leader with full authority to bind the consortium and each of its members. The consortium leader shall act as a single point of contact with the EBA in connection with the procurement procedure. All members of the grouping must be jointly and severally liable for the execution of the contract. EBA may not demand that consortia have a given legal form in order to be allowed to submit an application or tender. However, if selected, the consortium may be required to adopt a given legal form after it has been awarded the contract and before the contract is signed, if this change is necessary for the proper performance of the contract. Please refer to point 2.4 of Technical Specifications for more details.
3	On the list of documents given, when we download the no 10 it opens up as the no 9 document. Was there supposed to be a different document?	This has been corrected.

No.	Question	EBA Answer
4	<p>In the document labelled Annex 1 to the tender submission form, (I have attached a copy for ease) in section 3 there is reference to sections of the tender specification pack which don't seem to correspond to the pack I have.</p>	<p><b>Corrigendum no 1:</b> Annex I Tender Submission Form is replaced by <b>Annex Ia</b> Tender Submission Form.</p>
5	<p>Under 1.2.1 Food and Beverages – EBA has requested a choice of four prepared buffet lunch menus. As such we wish to provide seasonal samples for each menu choice within our tender.</p> <p>Could you please confirm that by providing additional examples we will not be negatively scored?</p>	<p>EBA is not able to offer an opinion on or evaluate possible solutions during tendering and prior to the deadline for submission of offers. EBA is in principle open to any technical approach or offer as long as it suits its business needs and complies with the requirements set out in the procurement documents. It is up to the tenderer to provide best technical solution. All the information you need on our procurement procedure and on how to respond can be found in the procurement documents: <a href="http://www.eba.europa.eu/-/catering-services-and-supplies">http://www.eba.europa.eu/-/catering-services-and-supplies</a>.</p>
6	<p>I have seen that you are due to tender for your catering services shortly, and I wondered if you would consider a separate supplier for your coffee arrangements?</p>	<p>All the EBA's technical requirement for the tender procedure can be found in the Technical Specifications and other procurement documents published on EBA's website: <a href="http://www.eba.europa.eu/-/catering-services-and-supplies">http://www.eba.europa.eu/-/catering-services-and-supplies</a>.</p>
7	<p>We have read through the documentation 'EBA Catering Services &amp; Supplies' and are looking forward to providing you with our tender. Would it be possible to come and see the areas in which the foodservice will be provided, just to get a feel of how the building flows and logistics/how the space is used.</p>	<p>Site visits are not foreseen.</p>