



Procurement Procedure for Supply of Interim Staff for IT and General Administration Ref. EBA/2012/018/OPS/IT/RT

Clarifications 3
Date 3rd September 2012

No.	Document Reference	Question	EBA Response
1.	PQQ/Contract Notice	<p>We are proposing to have the attached statement signed by the director and authorised by a notary. Please could you confirm the wording is appropriate to provide the proof required (proof C) under the declaration of honour section of the document, or provide some alternative wording if required?</p>	<p>EBA cannot give a prior opinion on the wording of a document. As already explained in Clarifications 1 and Clarifications 2 the required proof for legal and natural persons and public entities from the UK is a declaration on oath from a public notary or commissioner for oaths. The Declaration upon honour (Section 3.4 of the PQQ) therefore must be made before a public notary or commissioner for oaths. It must be completed, dated and signed by the applicant. It must be witnessed, signed and dated by a public notary or commissioner for oaths. The name and address of the public notary or commissioner for oaths should be included.</p>
2.	PQQ/Contract Notice	<p>We are in receipt of the PQQ for the supply of Interim Staff and have a clarification regarding the supporting document required for questions 3.4.1, 3.4.2, 3.4.3, 3.4.4, 3.4.5, 3.4.6, 3.4.8, 3.4.9.</p> <p>We understand that this might be either ‘extracts from a judicial record or equivalent record’ or ‘a sworn or solemn statement made before a judicial or administrative authority, a notary or a qualified professional body’.</p> <p>However, we have never been asked to provide this kind of supporting documentation as part of a bid response and are unsure of what would be</p>	<p>Please see the answer to Question 1.</p>

		considered acceptable in this instance. Please could you clarify what you would consider to be appropriate supporting documentation?	
3.	PQQ/Contract Notice	<p>It is mentioned in page 9 of the PQQ that “3.2 <i>Organisational Information Where a joint application is proposed, please present this information together with registered office address and registration number for each member individually.</i>”</p> <p>To our understanding, where a joint application is proposed, the points 3.2.1 to 3.2.10 have to be completed for each member, by recurring as necessary the relevant fields. Please confirm that our understanding is correct or advice accordingly.</p> <p>With respect to your answer to the above clarification, could you please specify what the applicant is required to submit under the question 3.2.6 of the PQQ? Particularly, given that the points 3.2.1 to 3.2.10 will be repeated per each member of the joint application, what additional information is required under 3.2.6?</p>	<p>Your understanding is correct.</p> <p>The applicant may submit for example the name of the lead member, copy of the consortium agreement, the responsibilities of each of the members with indication of the type of services to be performed by each etc.</p>
4.	PQQ/Contract Notice	It is mentioned in page 21 of the PQQ, that “3.6.6 <i>Please provide a brief outline of how</i>	Your understanding is correct.

		<p><i>the applicant would obtain any required funding for this contract (guarantees of performance and financial standing) – NB this is only to be provided if this has been specifically mentioned in the Notice in the Official Journal of the European Union.”</i></p> <p>Given that there is no relevant reference to the Notice in the Official Journal of the European Union, we understand that there is no need the applicant to provide any reply under question 3.6.6.</p>	
5.	PQQ/Contract Notice	<p>It is mentioned in page 23 of the PQQ that “3.7.2 <i>Please attach proof of authorisation to perform the contract under national law (UK and German law) as evidenced by inclusion in a professional or trade register. Please provide details of any such registration with professional or trade registers in the State in which the applicant is based under conditions laid down by that State and supporting documents.</i>” To our understanding the Tenderer’s certificate of inclusion in a professional or trade register of any EU Member State Country is sufficient to cover this requirement. Please confirm that our understanding is correct.</p>	<p>EBA cannot give a prior opinion on a specific document or certificate. Review of such documents and certificates is part of the evaluation of the application. If necessary during evaluation of applications, EBA may contact the applicant for clarification.</p> <p>Proof of authorisation to perform the contract under UK and German law is required. Please see also Clarifications 1 and Clarifications 2.</p>
6.	PQQ/Contract Notice	<p>The submission date on the ITT Notification is 5 September 2012 however on the PQQ it states the</p>	<p>The deadline for the receipt of applications is <u>12:00 noon BST on Friday 7th September 2012</u>. In case of submission by registered post or by courier service, EBA will accept</p>

		submission date it the 7 September 2012. Can you please advise which date is the correct submission date?	responses dispatched no later than the date and time indicated above. The postmark or the date of the deposit slip with the courier service will serve as proof of dispatch.
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