

**Restricted Tender Procedure Clarifications No. 1**

**European Banking Authority Procurement Procedure:** Supply of Interim Staff for IT (Lot 1)

**EBA/2014/06/OPS/SER/RT (Lot 1)**

**Date:** 22<sup>nd</sup> August 2014

No.	Question	EBA Answer
1	<p>I am interested in completing the above mentioned PQQ and wondered what levels of interims you would require. We typically place interims from £500 + per day, please could you confirm whether this is the level that you would be looking to take on interims at?</p>	<p>An indication of the experience which each interim is expected to possess is given in Annex III List of Profiles. The level of experience in terms of number of years of experience required will be provided in the invitation to tender which will be sent to the successful applicants after evaluation of the PQQ. However it is expected that there will be at least two levels of experience required which would cover both junior positions (for example between 2 and 6 years of experience) and senior positions (for example at least 7 years of experience). Furthermore it is expected that the daily rate will be based upon the requested profile, the level of experience and the market.</p>
2	<p>The PQQ document states that Applicants must have the ISO 9001:2008 standard for quality assurance. We do not currently have this accreditation, but we are however a registered member of the Recruitment &amp; Employment Confederation (REC) and thus abide by their code of conduct. All our processes were successfully inspected by REC in January 2014 and our systems facilitate corrective and preventative actions. If we do not have the specific ISO accreditation, will this preclude us from participating in this procurement?</p>	<p>Applicants <u>must</u> have the ISO 9001:2008 standard for quality assurance as specified in Section 3.7.4 of the PQQ.</p>

3	<p>The OJEU notice refers to the supply of interim personnel in both Germany and London for Lot 1. Could you please provide further detail as to the expected number of interim personnel required in each location?</p>	<p>The number of interim staff will depend mainly on each organization's annual work program and the priorities given to specific projects. The current situation is as follows:</p> <ul style="list-style-type: none"> <li>- EBA has around 20 IT interim staff;</li> <li>- EIOPA has around 5 IT interim staff;</li> </ul> <p>As mentioned in the Contract Notice and without this being binding the estimated volume of man days for the framework contract for Lot 1 is 27,000 over the maximum possible duration of 4 years. The estimated split of man days between EBA and EIOPA for Lot 1 without this being binding is:</p> <ul style="list-style-type: none"> <li>- EBA = 20,000;</li> <li>- EIOPA = 7,000;</li> </ul>
4	<p>It has come to our attention that the EBA and EIOPA have issued a contract notice for the supply of interim staff covering both IT for the EBA &amp; EIOPA and business analysts for EIOPA. As a firm we may be interested in bidding for both lots and as such I wanted to ask you a few initial questions please, primarily concerning the bidding process. I would like to confirm our understanding that the first step would be in submitting a completed PQQ (available from the EBA's website) and whether the stated time limit of 15.09.2014 – 14.30 relates to the submission of the PQQ or a full bid? Additionally, I would like to understand the likely split of resources between London and Frankfurt please for Lot 1?</p>	<p>As described in the published documentation, the first step refers to the completion by the applicant of the PQQ and dispatch or delivery of the completed PQQ by the stated deadline namely Monday 15<sup>th</sup> September 2014. The second step will consist of our dispatch of the invitation to tender to the successful applicants.</p> <p>Regarding the split of resources between London and Frankfurt please refer to the answer to Question 3.</p>

<p>5</p>	<p>We are interested in participating in the tender mentioned above hence want to get more information about the same.</p> <p>Considering the geographical constraint of personally reviewing the document, I request you to provide us the following details before we buy the document:</p> <ol style="list-style-type: none"> <li>1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.</li> <li>2) Soft Copy of the Tender Document through email.</li> <li>3) Names of countries that will be eligible to participate in this tender.</li> <li>4) Information about the Tendering Procedure and Guidelines</li> <li>5) Estimated Budget for this Purchase</li> <li>6) Any Extension of Bidding Deadline?</li> <li>7) Any Addendum or Pre Bid meeting Minutes?</li> </ol> <p>We will submit our offer for the same if the goods or services required fall within our purview.</p> <p>Also we would like to be informed of future tenders from your organization. Hence, we request you to add our name to your bidder's list and do inform us about upcoming Projects, Tenders.</p>	<p>The PQQ together with the contract notice contains all presently available information relating to the contracts. The PQQ is available for downloading from the procurement pages of the EBA website.</p> <p>Regarding the countries eligible to participate in this restricted tender procedure please note that EBA and EIOPA are agencies of the European Union. Participation in the procedure therefore is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the European Union in the field of public procurement under the conditions laid down in that agreement.</p> <p>EBA and EIOPA can therefore accept applications from and sign contracts with tenderers from the EU Member States, EEA countries and any other country which has an international agreement in the field of public procurement.</p> <p>It should be noted nevertheless that the contract is not covered by the Government Procurement Agreement. The procurement procedure is not open to tenderers registered in India.</p>
<p>6</p>	<p>Please accept this email as an expression of interest in the above referenced tender notice. If you could send through the PQQ and or any additional documentation that might be available we would be most grateful.</p>	<p>The PQQ is available and should be downloaded from the EBA website as per the instructions in the contract notice. All information relating to the contract is contained in the contract notice and PQQ. Please follow this link where all details are available:  <a href="http://www.eba.europa.eu/about-us/procurement">http://www.eba.europa.eu/about-us/procurement</a> .</p>