

## CLARIFICATION no. 1

### Procurement procedure CEPOL/PR/OP/2018/004 - Services to Support CEPOL Project Activities in Jordan, Lebanon, Tunisia

#### Answers to questions sent by interested economic operators.

No.	Question	Answer
1.	It was mentioned in the Invitation for tender and the tender specification, that we should submit the proposal in one electronic copy. Should the 1 USB or DVD include in the same device the i) Administrative documentation ii) Technical proposal iii) financial proposal?	<p>According to Section C3 of the Tender Specifications, the tenderer should submit 3 electronic copies on CD, DVD or USB stick:</p> <ul style="list-style-type: none"> <li>- 1 electronic copy of the Administrative documents, located in Envelope A along with the signed original of the Administrative Documents</li> <li>- 1 electronic copy of the Technical Proposal, located in Envelope B along with the signed original of the Technical Proposal</li> <li>- 1 electronic copy of the Financial Proposal, located in Envelope C along with the signed original of the Financial Proposal</li> </ul>
2.	Who is the counterpart institution in Jordan? Or will there be several counterparts?	<p>There are several counterparts in Jordan that are working together with CEPOL for the implementation of the project's foreseen activities in Jordan. The counterparts are mainly public bodies with responsibilities in the law enforcement field. Due to confidentiality and data protection reasons, the specific title of the counterparts in Jordan will be disclosed only to the selected provider, after the signature of the Framework Contract.</p>
3.	Is it CEPOL responsibility to send invitation and follow up, or this task will be done by another service provider or by the counterpart institution in Jordan?	<p>It is CEPOL's responsibility to send out the invitations to the participants to events and to follow up on the confirmations received. On the basis of the confirmations received for each event, CEPOL will send out the request for specific services to the selected provider.</p>

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4.	It was mentioned in the tender specification page 11 “fixed fees” settling bills for unexpected services. These include other services not mentioned in the requested services - for example ushers, translators, AV equipments, fees for local transportation, press release, etc.?	<p>Generally, unexpected services will be requested only on an exceptional basis. Please note that:</p> <ul style="list-style-type: none"> <li>- local transportation services are included in the list of requested services within this procurement procedure (see Section B.1.2. points f and g of the Tender Specifications)</li> <li>- translation and interpretation services shall not be requested as unexpected services.</li> </ul> <p>Unexpected service can be any service to be ordered on the spot (during the event) which was not foreseen in the organisation phase of the event</p> <ul style="list-style-type: none"> <li>- e.g. provision of SIM card or data card, transportation of conference material, etc.</li> </ul>
5.	It was mentioned in the tender specification page 16 that the respective ceiling price for hotels in Jordan is 135 EUR. This price includes the service charge and VAT?	<p>The ceiling price for hotels detailed in the Tender Specifications includes all the costs directly incurred for the accommodation paid by the provider for booking 1 room for 1 day: the cost of the room, local taxes, VAT charged by the hotel, etc.</p> <p>The fixed fee of the provider is not included in the hotel ceiling and shall be listed separately on the invoice sent by the provider.</p>
6.	As mentioned in the financial model, we should only fill the yellow and green cells, and the coefficient used for services from 1.1 to 1.10 is 1.2 and for 1.11 is 1?	<p>Yes, the tenderer should fill in only the yellow and green cells of the financial proposal form.</p> <p>The coefficients indicated in the financial proposal form (1.2 for services from 1.1 to 1.10 and 1 for service 1.11) shall be used solely for the purpose of evaluating the financial offers received.</p> <p>During the implementation of the Framework Contract, for the invoices issued by the selected provider, the coefficient connected with a certain type of service shall be updated on the basis of the specific requests sent by the Contracting Authority. The possible values of the coefficient are explained in Section B.2.3. of the Tender Specifications</p>
7.	For the value added taxes (VAT), usually in Jordan we should receive an exemption letter from the ministry of planning and internal affairs that the project is exempted. Does CEPOL have this letter, or this should be discussed after the awarding process?	<p>According to Section B.4 of the Tender Specifications “for tenderers to whom the exemption applies (i.e. all taxes and duties, including VAT), the contractor shall be the sole responsible for completing the necessary formalities with the relevant authorities to ensure that the services required for implementation of the FWC are exempt from taxes and duties, including VAT”.</p>

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		<p>Therefore, it is the responsibility of the selected provider, after the contract is awarded, to complete all formalities with the relevant national authorities for receiving the exemption letter.</p> <p>For the purpose of evaluating the financial offers, the exemption letter is not requested – the tenderer should only indicate in the financial proposal form (Annex III) whether the exemption is applicable or not.</p> <p>Please note that CEPOL is not in possession of any exemption letter regarding taxes and duties, issued by the national authorities from Jordan.</p>
8.	<p>In page 22 point B.6.2.2. technical and professional capacity, in the previous experience can we include in our previous experience a 4 years contract was started in December 2012 till December 2016?</p>	<p>Yes, a contract which started in December 2012 and ended in December 2016 can be considered for the selection criteria regarding “previous experience in the last 3 years in providing similar services as those requested in this invitation to tender”, if the services that were provided are similar to the ones requested through the tender specifications.</p> <p>Please note that the 3 years are calculated from the dispatch date of the contract notice (i.e. from 1 August 2018).</p> <p>However, for the purpose of calculating the minimum cumulated value requested as selection criteria (i.e. minimum 50,000 EUR through at least 2 contracts, implemented in the last 3 years), in case of a contract that started more than 3 years ago (i.e. before 1 August 2015), only the value of the services provided after 1 August 2015 will be taken into account.</p> <p>If this is applicable, the tenderer should clearly indicate in the description of the contract the total value of the contract (for its overall duration) and the amount corresponding to the last 3 years (i.e. starting from 1 August 2015).</p>
9.	<p>For technical and professional capacity can we include separate contracts with one international institution for which the events were organized separately in 3 countries (Jordan, Tunisia, United Arab Emirates) on the basis of separate purchase orders?</p>	<p>In case of a Framework Contract that was implemented through Specific Contracts or Order Forms, each Specific Contract / Order Form will be considered as one individual contract for the purpose of assessing the selection criteria.</p> <p>In the case of a Direct Contract, the specific requests for services shall not be considered individually, but altogether as one contract.</p> <p>Please note that the evaluation committee will assess, for all valid submitted tenders, on a case-by-case basis, how the selection criteria</p>

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		are met on the basis of the information included by the tenderers in their offers.
10.	Do you need CVs for the current staff who will work in this project?	No, CVs of staff who will be involved in the implementation of the contract are not requested as part of the documents to be submitted in the offer. The description of the contract implementation team should be included in the technical proposal form (see question 4.1. of Annex II – Technical Proposal Form) and will be assessed and scored by the Evaluation Committee.
11.	For the technical Proposal should we use the same Annex II and insert our data and approach, etc. or it should be in our company letter head and we just use the format and sequence in Annex II?	The technical proposal shall be presented using the template included in the procurement documents. Therefore, for this purpose, Annex II – Technical Proposal Form shall be filled in and submitted as part of the tender.

29 August 2018