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PROVISION OF TEAM TRAINING SERVICES – PRO-000646

Contract notice number: 2017/S 234-485417

Question & Answer - Round 3

Please find below the ECB's answers to questions submitted for the above-referenced tender procedure. The ECB considers these to be of general interest for all parties who have expressed an interest in participating, and as such the ECB has communicated them to all interested parties.

Question	Answer
<p><u>Legal and financial documents</u>: The Call document (section II, point 6, p. 8) says that “Legal, financial, ISO and other certificates (...) may be submitted in English”.</p> <p>However, the application form does not explicitly mention the need to submit any legal or financial documentation.</p> <p><i>Could you specify what legal and financial documentation you need, as the application form does not explicitly refer to them?</i></p>	<p>The expression of interest to participate shall consist of the completed response form (template attached as Annex 1) and, where appropriate, supporting documents.</p> <p>Any certificates required are those explicitly requested in the procurement documents at each stage of the procedure. Interested parties may nonetheless choose to support or supplement their response forms with supporting documentation on a voluntary basis.</p>

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<p><u>Number of invited parties:</u> The Call document (section I, p.6) explains that “it is intended to invite up to 12 interested parties to submit a tender for Lot 1, up to 12 for Lot 2 and up to 10 for Lot 3 (...)”.</p> <p>However, section III, point 1, sub point 1.1 (p. 8) states that “(...) the ECB intends to invite interested parties up to 10 for Lot 1, up to 10 for Lot 2 and up to 8 for Lot 3 (...)”.</p> <p><i>Since these numbers differ, could you let us know which ones we should take into account?</i></p>	<p>Tenderers shall take into account that it is intended to invite up to 12 interested parties to submit a tender for Lot 1, up to 12 for Lot 2, up to 10 for Lot 3.</p>
<p>RESPONSE FORM page 8 & foll;, chapter 3.2.:</p> <p>We are invited to complete the tables with references to our technical capacity on pages 8 & foll. When completing these tables, they are going to extend. Is there any limit to the number of pages we are allowed to complete?</p>	<p>Tenderers can use up to 2 pages per reference contract namely a maximum of 4 pages per table.</p>
<p>As one of the requirements is a written report with up to 35 pages within 14 days after the team workshop I unfortunately will not be able to take part in this bidding procedure as I do not have the capacity to fulfill this requirement.</p>	<p>The written report shall be of a maximum of 35 pages. The written report can be more concise in a few pages provided that it covers the information and outcomes that the business areas need after the team training.</p>
<p>Does the response form (Annex 1) need to be signed handwritten or is an electronic signature sufficient?</p>	<p>Interested parties may use a qualified electronic signature created by a qualified electronic signature creation device, and which is based on a qualified certificate for electronic signatures, under the meaning of Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market. Interested parties may also sign their response form in handwriting and submit a scanned copy thereof.</p>
<p>In your Response Form (Annex 1) on page 5 (3.1. Professional capacity) you write: “ Please indicate the name of at least two available trainers...”. In the document “Call to express interest for participating in the procurement for the provision of team training services” PRO-000646, you write on page 9 (4.2</p>	<p>In the response form to express interest for participating in the Procurement for the Provision for the (Annex 1) tenderers shall indicate the name of at least two trainers and can also indicate two replacements trainers. However</p>

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<p>Minimum Capacity levels/(a) Professional capacity): “For each lot ...two main trainers and two replacements.. “. Do we need to indicate two or four trainer for each lot?</p>	<p>Providers may nominate the same trainers for each lot.</p>
<p>Will the trainers and their experience be considered in the selection criteria or do they only indicate our professional capacity?</p>	<p>In the response form to express interest for participating in the Procurement for the Provision for the (Annex 1), tenderers shall demonstrate that the trainers have the professional capacity to perform the training as described in the documents. Their experience is not evaluated at this stage as selection criteria.</p>
<p>The envisaged starting date of the contracts is in the second quarter of 2018. When do you intend to start with the team training activities?</p>	<p>The ECB intends to start the team training activities as of the second quarter of 2018.</p>
<p>Regarding the estimated training sessions every year, do you plan to work with one supplier per lot or will there be a pool of suppliers?</p>	<p>The ECB intends to constitute a pool of suppliers per lot. We would also like to inform you that only the selected suppliers, among the ones that submit an expression of interest for participating in the Procurement for the Provision of Team Training Services as described in the documentation, will be invited to submit an offer.</p>
<p>We would appreciate an extension of the filing date January 8th 2018 because of the upcoming holiday period.</p>	<p>Our aim is to finalise this procurement procedure according to the planned timeframe which is also linked to the set deadline. For this reason, we would like to inform you that the deadline of 8th January 2018 will remain unchanged. We would like to thank you for your understanding and are looking forward receiving your expression of interest.</p>