

## Call for tenders' details

Title: Framework Contract for the Provision of Business Consultancy and Expertise Related to EUROSUR

Start date: 14/10/2021

Time limit for receipt of tenders: 29/11/2021

Contracting authority: European Border and Coast Guard Agency (Frontex)

Status: Closed

## Call for tenders question list

| # | Submission date     | Publication date    | Question subject              | Question  | Answer   |
|---|---------------------|---------------------|-------------------------------|---|--|
| 1 | 15/10/2021<br>13:36 | 18/10/2021<br>12:50 | eligibility criteria          | As per legal requirements: "The tenderer is asked to prove that is authorised to perform the contract under the national law." Could you please confirm that you are referring to polish law? Thank you | <b>18/10/2021</b><br>The national law of the country of the tenderer's place of registration is meant. For example, for a Greek company the authorisation shall be issued under the Greek law. Only tenderers registered in Poland shall need to prove the authorisation under the Polish law. |
| 2 | 15/10/2021<br>13:35 | 18/10/2021<br>12:53 | Location of off-site services | Could you please confirm that the off-site/ extramuros services can take place in countries other than Poland? thank you  | <b>18/10/2021</b><br>Yes, off-site/extramuros services shall take place outside the premises of Frontex. The location is in no way limited to Poland, usually it is understood broadly as Contractor's premises.   |

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| 3 | 15/10/2021<br>13:34 | 18/10/2021<br>12:56 | Location of off-site services                     | Could you please confirm that the off-site/ extramuros services can take place in countries outside Warsaw ?  | <b>18/10/2021</b><br>As already stipulated in the reply to question number 2, the place of provision of off-site / extramuros services is not limited to Warsaw or Poland. Extramural assignments shall be performed at the Contractor's premises.  |
| 4 | 18/10/2021<br>21:44 | 19/10/2021<br>09:17 | Technical and professional capacity III.4.3.b) ii | Could you please confirm how many CVs we need to submit to comply with the a.m. requirement for technical and professional capacity - three in total for three profiles (2.6 - 2.11) or nine in total (three for each profile, three profiles covered). | <b>19/10/2021</b><br>In relation to the requirement expressed in point II.4.3.b) ii the minimum number is 3 (three) CVs in total. These CVs must cover three different profiles of those listed and they must comply with the profile requirements as described in Appendix 1 to Annex II (Profile Requirements). |

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| 5 | 20/10/2021<br>11:50 | 26/10/2021<br>12:24 | Split in terms of the volume of man days between the intra-muros services vs. extra-muros services (or T&M vs. fixed price) | Could you provide more information on the proportion of services taking place intra-muros vs. the proportion of work to be provided extra-muros? and the split between T&M services vs. Fixed price services?  | <b>26/10/2021</b><br>The intended modality of the FWC implementation is predominantly by means of fixed price assignments executed extra-muros (potentially including individual days for meetings at Frontex premises). It is impossible to provide an exact proportion taken the long maximum duration of the framework contract and the pandemic situation but the assumed proportion is 30/70. Each request for services issued in relation to the specific contract shall clearly define the required mode of providing the services (intra- or extra- muros). |
| 6 | 20/10/2021<br>14:47 | 26/10/2021<br>12:25 | Template of the CV  | Please kindly confirm that the CVs to be included in the technical proposal the template from 1.1. CV - Personnel Submission Form. If so, please confirm that the section "Level of qualification" in the CV template can be removed, as it does not link to any of the section in the profiles. | <b>26/10/2021</b><br>The prescribed template from Appendix 2 to the TOR shall be used (1.1. CV - Personnel Submission Form). Indeed, the field "Level of qualification" is redundant and can be removed.  |
| 7 | 20/10/2021<br>14:50 | 26/10/2021<br>12:27 | Professional experience   | Please kindly confirm our understanding that by "all required supporting documents" that need to be attached for each expert, are meant certificates (if applicable) and copies of diplomas only.  | <b>26/10/2021</b><br>Indeed, these are the two categories of supporting documents required. Please note that these are defined more specifically (per type of diploma/certificate) for each profile.  |

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| 8 | 20/10/2021<br>17:38 | 26/10/2021<br>12:28 | Format of references                                 | Please kindly indicate if you have a preferred format for the "descriptions of the implemented projects" that needs to be used in the technical proposal. If not, please kindly confirm that any format that includes the information requested in III.4.3 Technical and professional capacity a) iii is acceptable. | <b>26/10/2021</b><br>We confirm that no prescribed or preferred format is imposed, provided that the information is complete and presented in a clear and concise way.   |
| 9 | 20/10/2021<br>17:37 | 26/10/2021<br>12:29 | Annex II – Terms of Reference, Appendix 1 - Profiles | Please kindly instruct to what extent the CVs for the profiles 2.1. - 2.5. shall be anonymised and how the accompanying supporting documents shall be also anonymised.   | <b>26/10/2021</b><br>All personal data shall be deleted (erased) from the CVs and supporting evidence. These must be referred to by either numeric or alphabetic symbols so that the supporting documents for each CV are easily identifiable, e.g. CV 1, Diploma 1, Certificate 1 |

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| #  | Submission date     | Publication date    | Question subject                   | Question   | Answer  |
|----|---------------------|---------------------|------------------------------------|--|---|
| 10 | 20/10/2021<br>16:42 | 26/10/2021<br>12:31 | Intramuros vs. extramuros requests | Basing on your analysis, what will be the percentage of the intramuros vs. extramuros assignments under this FwC, considering the total budget is 6 M EUR? | <b>26/10/2021</b><br>The exact proportion is impossible to be defined due to the different nature of the several projects to be contracted under this FWC and the long time frame. In any case, we can assume that being consultancy projects, typically these assignments will have a launching and discovery phases where on-site presence (intramuros) may be higher, and assessment/analysis and definition stages where extra-muros will most likely be suitable and then a recommendation and implementation stages with a mix. On every stage, intra-muros iterations might be requested on managerial, follow up activities. The requests for services issued for specific contracts shall define the location of the provision of services so that it can be well reflected in specific proposals. Taken that the primary implementation method shall be fixed-price, extra-muros assignments, it should be assumed that the intra-muros ones (T&M SCs) shall not exceed 25-30% of the FWC man-days/value. |

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| 11 | 20/10/2021<br>17:32 | 26/10/2021<br>12:34 | Award criterion 2 | With reference to the award criterion 2 (The suitability of the exemplary team) we would like to clarify how the points will be scored for this particular criterion? Will this be done basing on the analysis of (anonymized) CVs submitted to confirm the technical and professional capacity of the tenderer or does Frontex require any other form of presentation for this criterion? | <b>26/10/2021</b><br>Whereas there is a minimum number of (anonymised) CVs required to evidence the technical and professional capacity, under the award criteria Frontex expects additional information on how the unique mix of expertise and competence of these individuals presented for this FWC matches the contract subject matter and what roles and tasks could be potentially envisaged for these individuals by the Tenderer in the context of the implementation of the FWC. Additional CVs may also be presented. |

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| #  | Submission date     | Publication date    | Question subject  | Question  | Answer   |
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| 12 | 20/10/2021<br>17:41 | 26/10/2021<br>12:36 | Tender Specifications, III.4.3<br>Technical and professional capacity<br>a) | Please clarify the following concerning III.4.3 Technical and professional capacity a)<br>Requirement 1 - Professional experience: 1. What information should be contained in the "company's portfolio"? 2. How the criterion "i. The Tenderer must have at least three years of professional experience in providing similar projects and services in the area of consultancy related to (not exhaustively listed): blueprinting (...)" shall be proved - with a list of relevant projects or a narrative description? 3. Does "Evidence" ii and iii refer to the same information, that is a list of at least 5 projects from the last 3 years with value of min. 200,000 EUR in the ten domains? | <b>26/10/2021</b><br>The "company portfolio" shall be understood as a description/presentation of the scope of the Tenderer's activities with particular emphasis on the area of consultancy related to the scope of the present tender and resulting framework contract. Both the narrative description and a list of projects (also mix of these) are acceptable. Minimum five of these projects must be described in detail and meet the requirements of being successfully completed in the last three years and providing business consultancy services in at least five of the ten domains listed, which have been accepted/approved by the clients and which had a minimum value of 200 000 EUR each. Successful implementation of at least 3 out of these 5 projects must be evidenced by at least 3 reference letters issued and signed by the clients confirming as a minimum the timely delivery and good quality of the services provided. |

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|----|---------------------|---------------------|----------------------|--|--|
| 13 | 25/10/2021<br>19:15 | 26/10/2021<br>13:41 | Conflict of Interest | Could you please confirm if there is any Conflict of Interest between this contract and any other existing contract in Frontex that is currently into force or is in the process to be procured? | <b>26/10/2021</b><br>It is up to the tenderers to determine their potential conflict of interest. It may be the case that individual assignments (specific contracts) under this prospective framework contract shall run the risks of conflict of interest in relation to other particular existing or future contracts; however, there is no such assumption made upfront in relation to the scope of services currently tendered. |



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| 14 | 25/10/2021<br>13:15 | 26/10/2021<br>13:45 | Professional experience Tender Specs III.4.3 Technical and professional capacity, Req 1 | The point (ii) is puzzling: “The tenderer must provide “a list and a brief description of recent activities (in the last 3 years) in the field of scope of the FWC, together with the list of contracts performed in the past three years, with sums, dates and recipients”. Usually, the evidence of the tenderer’s technical and professional capacity consists in contract references, i.e. the list / descriptions of contracts performed in the past three years, with sums, dates and recipients, including a description of the activities and tools. We can conceive that you want a more synthetic table followed by more detailed descriptions. Could you please clarify the difference between the list of activities and the list of projects and the relationship between them? Thank you. | <b>26/10/2021</b><br>In our understanding the concept of 'activities' rather than project is less limiting and additionally includes services related to ad hoc provision of expertise or partial involvement in certain projects or contracts (for a example as a subcontractor). By constructing this requirement this way we wanted to give the tenderers the opportunity to present the relevance of their experience even though it does not always falls under the definition of a 'project'. As you correctly observed, it is expected to receive a more synthetic table followed by more detailed descriptions of at least five projects with the required characteristics, three of which must be accompanied by the reference letters. |
| 15 | 26/10/2021<br>13:44 | 26/10/2021<br>13:53 | Anonymised CVs (Tender Specs III.4.3 Technical and professional capacity, Req 2)        | CVs of Analyst, Consultant, Expert, Enterprise Architect, Manager may be anonymised. Can the other CVs be anonymised too (profiles 2.6 – 2.17)?   | <b>26/10/2021</b><br>Yes, all submitted CVs should be anonymised.  |

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| 16 | 25/10/2021<br>13:16 | 26/10/2021<br>13:54 | company's portfolio (Tender Specs III.4.3 Technical and professional capacity, Req 1) | Taking into account the definition of the evidences ii and iii, our understanding is that the company's portfolio is the general description of our service offering in the field of the ITT. Can you please confirm or clarify? Thank you.  | <b>26/10/2021</b><br>The portfolio is understood as a general description/presentation of the scope of services offered by the Tenderer. The focus of the description/presentation shall be on the area of consultancy related to (not exhaustively listed): blueprinting, project management, pre-analysis and benchmarks, feasibility studies, advice, analysis, design, proof of concept, quality management, documentation, transfer of knowledge and training or any other area of activity relevant with scope of services explained in point 4 'Scope of Work'. |
| 17 | 25/10/2021<br>14:12 | 26/10/2021<br>13:59 | Personnel holding a valid security clearance (Tender Specs II.2.1)                    | The Technical Proposal shall be provide "5. Personnel holding a valid security clearance on Restricted EU level or higher". Our understanding is that we have to provide a declaration of the number of consultants (employees or freelancers) holding a personal valid security clearance on Restricted EU level or higher. Please confirm or clarify. Thank you. | <b>26/10/2021</b><br>Your understanding is correct in the sense that it is declarative and no copies of the proof of security clearance are required. However, this criterion refers to the personnel dedicated to this particular FWC, so these individuals must fall under at least one of the profiles defined in Appendix 1 to Annex II as evidenced by the CVs submitted. Consequently the security clearances declared shall result in the award points only in relation to the individuals compliant with the profile requirements.                             |

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| 18 | 25/10/2021<br>17:02 | 26/10/2021<br>14:02 | CV format        | <p>On page 10 of the Tender Specifications Annex I it is specified that</p> <p>"For each presented individual there shall be attached all required supporting documents indicated in Annex II – Appendix 2, templates applicable for specific proposals, and the available forms shall be duly filled and signed by the authorised representative of the Tenderer."</p> <p>However, we understand that these formats are to be used for specific contracts (after the framework contract is awarded), and not at this stage. Could you please confirm if Europass CV format is accepted and what other supporting evidences are needed (and what needs to be signed)? Thank you</p> | <p><b>26/10/2021</b></p> <p>The CV template provided by Frontex in the indicated Appendix 2 shall be used also for the tendering stage. Please note the declaratory statements (to be signed by the Tenderer) which it contains. The supporting evidence falls under two categories: -diplomas -certificates and the details are defined and more precisely described in relation to each particular profile.</p> |

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| 19 | 25/10/2021<br>17:34 | 26/10/2021<br>14:03 | a) Requirement 1 - Professional experience - point i) | Regarding the professional experience point i) we read "... experience in providing similar projects and services in the area of consultancy related to (not exhaustively listed): [...] or any other area of activity relevant with scope of services explained in 4 Scope of Work." Could you please clarify whether the type of services enumerated in the non-exhaustive list (which we removed in this message for ease) can be related to any domain or should they be in the domains of activity of Frontex? What exactly should be understood by "other area of activity relevant with scope of services explained in 4 Scope of Work", could you please clarify that the criterion does not refer to projects and services related to Eurosur? | <b>26/10/2021</b><br>We confirm that there is no limitation to either Frontex or EUROSUR regarding the professional experience requirement. The types of services enumerated in the non-exhaustive list can be related to any domain. |

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| 20 | 26/10/2021<br>09:14 | 26/10/2021<br>14:05 | "III.4.3 Technical and professional capacity a) Requirement 1 - Professional experience" | Please kindly confirm that one project described as evidence for Requirement 1 - Professional experience can cover more than one of the domains listed. Also please clarify if ongoing projects will be eligible, if supported with evidence of the amount invoiced so far and/or with letter from the client.  | <b>26/10/2021</b><br>Of course, one project can cover more than one of the domains listed. Nevertheless, the minimum required number of eligible projects (5) must be presented. The reference letters (minimum 3) must refer to the implemented projects. The ongoing ones may be presented as part of the Tenderers portfolio. We understand that depending on scope and complexity one contract may cover several projects and a project may be implemented by means of several contracts. |
| 21 | 25/10/2021<br>16:28 | 26/10/2021<br>14:12 | Deadline extension   | Considering the complexity of the framework contract and the fact that the preparation of a strong proposal requires coordination with a number of stakeholders and mobilization of experts, we believe that the current deadline is challenging. Could the contracting authority please grant a deadline extension of 3 weeks, to allow economic operators to prepare their best offer to meet your quality standards? | <b>26/10/2021</b><br>At the moment the deadline extension is not considered. The implementation of the resulting FWC shall also require the mobilisation of experts at comparatively short notice and may prove challenging for companies without efficient coordination.   |

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| 22 | 28/10/2021<br>15:09 | 28/10/2021<br>15:17 | English Proficiency          | <p>Could the contracting authority please confirm that the tenderer does not need to submit any English language certificates and that as a consequence this field can be deleted from the CV template? While there is a field for "language skills certificate" in the template, Appendix 1 only mentions the required level of English proficiency per profile, but does not refer to the need for certifications.</p>   | <p><b>28/10/2021</b><br/>There is no need for copies of English language certificates; however, if a given person holds one, the type and level shall be indicated. Otherwise you can indicate that the person has no certificate and simply indicate the declared level of English.</p>   |
| 23 | 27/10/2021<br>09:30 | 28/10/2021<br>16:13 | Template of the CV - details | <p>Following your confirmation on the use of the prescribed template for the CV (1.1. CV - Personnel Submission Form) please clarify which sections from the profiles should be transferred to the CV template where for the moment there are sections "Knowledge and skills" (Minimum required experience? Role Profile?) and "Specific requirements" (in the profiles this section reads "To be detailed at ordering stage, based on the domain and scope of assignment").</p> | <p><b>28/10/2021</b><br/>Please treat the two listed sections ("Knowledge and skills" and "Specific requirements") of the CV template as the place where you should provide some short justification on how the candidate fulfils the profile requirements and how her/his particular skills, expertise and competences match the profile's role and potential tasks ("Knowledge and skills") as well as the FWC's subject matter ("Specific requirements").</p> |

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| 24 | 03/11/2021<br>12:17 | 05/11/2021<br>11:34 | Annex II - Appendix 2 - CV Template | Could you please confirm if the column referring to project experience, especially Budget or the name of the projects - can be left blanc when the informatin cannot be obtained?                 | <b>05/11/2021</b><br>Yes, we confirm that certain fields may be left blanc. The obligatory information is related to the criteria established for the tender (compliance with the profile for personnel capacity and suitability of the team in relation to the award criterion). |
| 25 | 03/11/2021<br>12:22 | 05/11/2021<br>11:52 | Annex II - Appendix 2 - CV Template | Could you please specify how the column referring to project experience should be filled in, when the consultant was not working through specific project execution?                              | <b>05/11/2021</b><br>In case the consultant's experience is not project-specific, the part of the CV entitled 'project experience' shall not be filled in.  |
| 26 | 27/10/2021<br>13:15 | 05/11/2021<br>12:49 | Expert Role                         | For the expert role, can you confirm that if the profile has 10 year's of expertise in Law enforcement/Border guarding/Coast guarding/Security and Defence, no further certification is required? | <b>05/11/2021</b><br>Yes, provided the Consultant has the min. 10 year's experience (10 years subject matter expertise in Law enforcement/Border guarding/Coast guarding/Security and Defence), no further certification is needed.   |

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| 27 | 04/11/2021<br>10:52 | 05/11/2021<br>12:53 | Subco, freelancers, intra-group posting | <p>Could you please confirm 1) that the following shall not be considered subcontracting: a) Use of workers posted to the Contractor by another company owned by the same Group and established in a Member State (“intra-group posting” as defined by Article 1, 3, (b) of Directive 96/71/EC concerning the posting of workers in the framework of the provision of services). b) Use of workers hired out to the Contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of Directive 96/71/EC concerning the posting of workers in the framework of the provision of services). c) Use of workers temporarily transferred to the Contractor from an undertaking established outside the territory of a Member State and that belongs to the same Group (“intra-corporate transfer” as defined by Article 3, (b) of Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer). d) Use of staff without employment contract (“self-</p> | <p><b>05/11/2021</b><br/>We confirm that the listed cases shall not be considered subcontracting and the individuals shall not be required to present a Letter of Intent or a Declaration on Honour.</p> |



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|    |                  |                  |  | <p>employment contract (“self-employed persons working for the Contractor”)<br/>to perform substantially the same tasks as the staff with employment contract (“employees”), without the tasks of the self-employed persons being particular well-defined parts of the contract. 2) That the persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the Contractor as defined in the contract. 3) And that neither a Letter of Internt not a Declaration on Honour is required from a freelancer. Thank you</p> |  |
| 28 | 04/11/2021 12:57 | 05/11/2021 13:00 | Annex II – Terms of Reference, Appendix 1 - Profiles | <p>Please clarify whether one person can cover more than one profile. Also, please clarify whether Bachelor's degree of the 2.13. Telecommunication expert can be covered by any studies in the IT area.</p>  | <p><b>05/11/2021</b><br/>Even if one person can fulfil the requirements of more than one profile, the CV shall be counted only once. The Bachelor's degree (or higher) must be in voice and data communications systems (so in other words telecommunication) for the profile No 2.13 Telecommunication expert</p> |

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| 29 | 02/11/2021<br>13:32 | 05/11/2021<br>13:06 | Extending the deadline for submission | Is the Contracting Authority still considering extending the deadline for submission of this framework contract? The period of proposal development falls in between the half-term holidays where a lot of colleagues are on leave. We believe that extending the deadline for the next two weeks would ensure genuine competition for this file and will be beneficial for the Contracting Authority's choice and quality of the responses submitted. | <b>05/11/2021</b><br>In view of the several requests for extending the deadline, it has been decided to give the potential tenderers additional two weeks to prepare their bids. The corrigendum and updated invitation to tender shall be published shortly. |
| 30 | 29/10/2021<br>15:43 | 05/11/2021<br>13:06 | Deadline for submission extension     | Could you please extend deadline for submitting till 30th of November?   | <b>05/11/2021</b><br>In view of the several requests for extending the deadline, it has been decided to give the potential tenderers additional two weeks to prepare their bids. The corrigendum and updated invitation to tender shall be published shortly. |
| 31 | 29/10/2021<br>10:54 | 05/11/2021<br>13:07 | Extension of ddl                      | Taking into account there are many public holidays across European Union MS in the period before the submission, we would kindly ask you to extend the deadline by 2 weeks.  | <b>05/11/2021</b><br>In view of the several requests for extending the deadline, it has been decided to give the potential tenderers additional two weeks to prepare their bids. The corrigendum and updated invitation to tender shall be published shortly. |

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| 32 | 28/10/2021<br>15:10 | 05/11/2021<br>13:10 | TOGAF Certified         | Appendix 1 mentions that the Enterprise Architect profile needs to be "TOGAF certified". Could the contracting authority please further clarify what level of certification is exactly needed to meet the minimum requirement? Could you please confirm that a TOGAF Foundation qualification is sufficient? | <b>05/11/2021</b><br>We confirm that TOGAF Foundation shall be considered sufficient certification for the profile of Enterprise Architect.   |
| 33 | 29/10/2021<br>10:28 | 05/11/2021<br>13:14 | Potential Col - experts | Could industry experts that participate in bids for the current Framework Contract for consulting services, find themselves in a conflict of interest position for any future procurement (addressed to industry) by FRONTEX?  | <b>05/11/2021</b><br>As already clarified in our reply to question No 13 it is up to the tenderers (or experts) to determine their potential conflict of interest. It may be the case that individual assignments (specific contracts) under this prospective framework contract shall run the risks of conflict of interest in relation to other particular existing or future contracts; however, there is no such assumption made upfront in relation to the scope of services currently tendered. |

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| 34 | 03/11/2021<br>13:11 | 05/11/2021<br>14:13 | Annex II - Appendix 2 - CV Template / Annex II - Appendix 1 - Profiles | Referring to CV template, section 'Knowledge' and 'skills and Specific requirements' - what is the relation to Profiles description in Annex II ? What and how should be linked with the following: Technical qualification, Minimum required experience, Role Profile, Potential tasks or Specific requirements (To be detailed at ordering stage, based on the domain and scope of assignment) ? | <p><b>05/11/2021</b></p> <p>As clarified in our reply to question N. 23, please treat the two listed sections ("Knowledge and skills" and "Specific requirements") of the CV template as the place where you should provide some short justification on how the candidate fulfils the profile requirements and how her/his particular skills, expertise and competences match the profile's role and potential tasks ("Knowledge and skills") as well as the FWC's subject matter ("Specific requirements"). As at the tendering stage it is your task to match the available experts with the profiles defined by Frontex, we expect that a clear rationale for the match shall be provided. The information from the other sections of the CV shall not need to be repeated there but some elements of the expert's relevant merit may be further elaborated.</p> |

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| 35 | 28/10/2021<br>15:10 | 05/11/2021<br>14:18 | Analyst - Certification             | In Appendix 1 we read that the Analyst profile requires a CBAP or OMG Certified UML Professional (advanced level) certificate. Given that these certifications are the most advanced of their kind and that the required experience for this profile is only 3 years, would a lower level of certification of the kind be sufficient? | <b>05/11/2021</b><br>This is a senior profile and we confirm the high level of certification required. Please note that the 3 years of experience must be working as analyst (not any professional experience counts).   |
| 36 | 03/11/2021<br>12:09 | 05/11/2021<br>14:22 | Annex II - Appendix 2 - CV Template | Could you please confirm if tenderers are allowed to modify Profile Title List - in accordance with Annex II - Appendix 1 - list of profiles?   | <b>05/11/2021</b><br>We note that the drop down list does not reflect the list of profiles. The corrected version shall be made available shortly. Of course, the modification (correction) in line with the actual list of profiles is allowed also by the tenderers. |
| 37 | 08/11/2021<br>14:25 | 18/11/2021<br>13:16 | Expert Profile                      | Regarding the minimum required experience for the Expert Profile, Appendix 1 mentions "At least 7 years of proven experience working a in the fields of Intelligence/Law enforcement/Security/Defence". Are we correct in assuming that the words "in consultancy" have been omitted here?  | <b>18/11/2021</b><br>Yes, indeed. Consultants rather than law enforcement officials are meant by this requirement.   |

**Call for tenders questions summary**

| #  | Submission date     | Publication date    | Question subject                    | Question   | Answer   |
|----|---------------------|---------------------|-------------------------------------|--|--|
| 38 | 17/11/2021<br>16:27 | 18/11/2021<br>13:19 | Analyst profile                     | Regarding the Analyst profile, would it be acceptable to include CVs covering all the requirements with the exception of the certification criterion, provided that these candidates confirm that they will be certified before the start of the framework contract? | <b>18/11/2021</b><br>Declaratory statements shall be disregarded. The capacity at the required level must be evidenced by the date of the submission of tenders (certification included).  |
| 39 | 15/11/2021<br>17:12 | 18/11/2021<br>13:25 | Profiles professional qualification | Based on the statement in Appendix 1 – Profiles, point 1.2. Level of qualification, can we assume that the professional certificate is equivalent to the achievement of Level 5 of EQF? (Associate degree - Short cycle)?  | <b>18/11/2021</b><br>As stated in the quoted document: "Level of education corresponding to Level 5 of EQF typically corresponds to a professional certificate". We understand that by 'achievement of Level 5' you mean the completion of this 5th level. |

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| #  | Submission date     | Publication date    | Question subject  | Question   | Answer  |
|----|---------------------|---------------------|---|--|---|
| 40 | 09/11/2021<br>11:33 | 18/11/2021<br>13:33 | Financial proposal template   | Kindly confirm that the template for Financial proposal, included in the tender specifications covers total volume scenario for services under this Framework Contract and the financial proposal must not exceed the maximum ceiling (6 000 000 EUR) for the whole duration of the framework. | <b>18/11/2021</b><br>The Unit prices quoted in the financial proposal shall be binding MAXIMUM rates for the execution of the FWC. The template reflects the intended use of the FWC but it is INDICATIVE. Consequently, the sum resulting from the scenario reflected by the financial proposal template may exceed the maximum ceiling (6 000 000 EUR), although we assume that there shouldn't be a significant discrepancy. The financial proposals above that amount shall undergo the evaluation as described in the Tender Specifications (no rejection on that ground is foreseen). |
| 41 | 12/11/2021<br>12:48 | 18/11/2021<br>13:40 | In the financial proposal template, you have the column with NWH 1md. | Can you please clarify if we need to provide the unit price for the hour or for the day? That is because the title is NWH but below is 1(md) which makes it a bit confusing.   | <b>18/11/2021</b><br>Please provide the unit prices for the day (man-day as defined in the tender documents). NWH refers to the normal working hours within which the services shall be performed. Although not very likely, on certain occasions the consultant(s)/expert(s) may be required to perform some services during extended working hours (EWH) therefore we are also asking for the unit price (also for the day) in relation to such non-standard timing of services.  |

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| #  | Submission date     | Publication date    | Question subject  | Question  | Answer  |
|----|---------------------|---------------------|---|---|---|
| 42 | 12/11/2021<br>12:51 | 19/11/2021<br>16:23 | In the financial proposal template, the title states: "Provision of services related to EUROSUR business consultancy - Time & Means". | Can you please verify that the volumes estimated in the tables are only T&M? If so, based on responses to other Q&As (Q#5 and Q#10), can we assume that this volume is only 30% of the full estimated contract volume? Or should we assume that the volume estimations provided are for the entire contract (FP and T&M)?   | <b>19/11/2021</b><br>The reference to Time & Means in the Financial proposal is made by mistake and it should be deleted. The previous replies are valid and the FWC shall be predominantly implemented by fixed price specific contracts, with individual requests for services providing detailed information in relation to each assignment. The Financial proposal shall be completed with binding maximum prices and it shall cover 100% of the estimated FWC. |
| 43 | 19/11/2021<br>17:48 | 22/11/2021<br>10:34 | Evidence to the CVs   | Appendix 1 reads that the evidence concerning the education and/or professional qualification/or certification mentioned in any CV must be enclosed if it refers to a formal requirement. Given that all CVs needs to be anonymized, it seems unnecessary and excessive to submit all these documents. They will all be heavily redacted to anonymize them and thus won't provide any new information compared to the CV. Could the contracting authority please consider waiving this requirement? | <b>22/11/2021</b><br>The requirement for supporting documents (diplomas and certificates, as applicable) shall be retained. The redaction shall be limited to personal data (names).  |



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| #  | Submission date     | Publication date    | Question subject                           | Question   | Answer  |
|----|---------------------|---------------------|--|--|---|
| 44 | 22/11/2021<br>10:32 | 22/11/2021<br>13:38 | CVs: Anonymisation of supporting documents | <p>In the Tender Specs, one reads that CVs 2.1 to 2.5 "may be anonymized", which, in our understanding, means that it is not mandatory. Then the author of question 9 used "shall" and, in the response, the anonymization of all CVS and all supporting documents became mandatory for all profiles. Diplomas and certificates are in (sometimes protected) PDF or image and it is a significant effort to erase the personal data (name, birth date), either by some software means or sometimes by printing, tippexing and rescanning them. We of course agree to provide the supporting documents (though the signed declaration in each CV that the person fully meets the requirements of the indicated profile should be sufficient without providing the diplomas and certification) but we would like you to clarify why and whether they must mandatorily be anonymised.</p> | <p><b>22/11/2021</b><br/>The Contracting authority does not require the anonymization of the supporting documents (it's not mandatory) but leaves the decision to the Tenderers (to implement in line with their internal rules). Both anonymized and non-anonymized versions shall be accepted by Frontex.</p> |

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| #  | Submission date     | Publication date    | Question subject                   | Question  | Answer   |
|----|---------------------|---------------------|------------------------------------|---|--|
| 45 | 22/11/2021<br>10:36 | 22/11/2021<br>13:42 | Unavailability of Ted (eTendering) | Ted was inaccessible during several days, making impossible to submit questions. Therefore will you be kind enough to reply with delay to the pending questions, since the deadline for the submission is in one week from now. Thank you very much.  | <b>22/11/2021</b><br>We acknowledge the unavailability of eTendering. To remedy the situation Frontex shall reply to all questions submitted by 22/11/2021 (inclusive).  |
| 46 | 08/11/2021<br>11:43 | 22/11/2021<br>13:48 | Equivalents of ecertificates       | Please confirm if any of the following certificates: Microsoft Azure AI Engineer Associate / Microsoft Azure Data Scientist Associate / Microsoft Data Analyst Associates shall be considered an equivalent of the certificates "IBM Data Science Professional Certificate, Open Certified Data Scientist, SAS Certified AI & Machine Learning Professional, SAS Certified Data Scientist, Certified Analytics Professional". Please also confirm that the certificate Agile PM shall be considered an equivalent of "PRINCE2, PMI, PM2 certificate". | <b>22/11/2021</b><br>For the purpose of the call for tenders Microsoft Azure Data Scientist Associate / Microsoft Data Analyst Associates shall be considered an equivalent of the certificates IBM Data Science Professional Certificate, Open Certified Data Scientist. The certificate Agile PM shall be considered an equivalent of "PRINCE2, PMI, PM2 certificate". |

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| #  | Submission date     | Publication date    | Question subject  | Question   | Answer   |
|----|---------------------|---------------------|---|--|--|
| 47 | 12/11/2021<br>12:50 | 22/11/2021<br>14:00 | In the financial proposal template, you have the column with EWH 1md. | Can you please clarify: a. if 1md means manday? If not, can you please clarify what it refers to? b. If 1md is man-day, how do we suppose to calculate EWH (1md): as non-working days (holidays, festive days or weekend days as a full day) or as extra hours on a NWD. Can we assume that for EWH the 1md does not apply and we are talking about hours?   | <b>22/11/2021</b><br>a) Yes, we confirm that the abbreviation md or MD represents man-day, understood as 8 hours of work by an individual, with the lunch break not included. b) As explained in our reply to question No 41, it is rather unlikely that Frontex shall require the provision of services outside normal working hours (8:00 - 18:00, or on non working days). Nevertheless, in case such need arises, we require these rates to be quoted, also per day. Should individual hours be performed under this scheme, these shall be summed up and the daily rate shall be applied proportionately. |
| 48 | 22/11/2021<br>13:59 | 22/11/2021<br>14:03 | Re Question 43  | In line with previous framework contract proposals from the European Commission, would the contracting authority consider requesting the supporting documents to the CVs only to the successful tenderers (and before the signature of the framework contract)? This would heavily reduce the administrative burden on both the tenderers and the evaluation committee, while still guaranteeing that all necessary documents are provided to the contracting authority. | <b>22/11/2021</b><br>No, such solution is not envisaged. The supporting documents shall evidence the fulfilment of the criteria for this tender therefore these shall be subject to evaluation.  |

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| #  | Submission date     | Publication date    | Question subject         | Question   | Answer   |
|----|---------------------|---------------------|--------------------------|--|--|
| 49 | 17/11/2021<br>16:28 | 22/11/2021<br>14:22 | Expert Profile           | Regarding the Expert Profile, could the contracting authority please confirm that an inhouse change management certificate is acceptable to meet the relevant minimum criterion?   | <b>22/11/2021</b><br>The acceptance shall depend on what the certificate actually entails regarding change management. Should its scope be sufficiently comprehensive, an inhouse change management certificate may be accepted. |
| 50 | 08/11/2021<br>16:51 | 23/11/2021<br>11:00 | Certification equivalent | Please confirm that the certificate Certified Professional for Requirements Engineering (CPRE) by IREB® shall be considered equivalent to "Certified Business Analysis Professional (CBAP) certificate from IIBA or equivalent, OR Holds OMG Certified UML Professional certificate at advance level or equivalent". | <b>23/11/2021</b><br>Yes, we confirm that it shall be accepted as equivalent.  |

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