Corrigendum No 1 to the Tendering Specifications relating to EDA Public Procurement Procedure bearing reference:

17.CAT.OP.032

1. In the Tendering Specifications, section 2.6

Instead of:

Consequently, the tender shall clearly identify the subcontractor(s) and document their willingness to accept the tasks and their acceptance of the terms and conditions set out in the tendering specifications and in particular article II.24 of the standard service contract by returning the Subcontractor Letter of Intent in annex to the tender specifications, filled in and signed (insert in e-Submission under: "Qualification" -> "Identification of the tenderer" under "Documents").

Read:

Consequently, the tender shall clearly identify the subcontractor(s) and document their willingness to accept the tasks and their acceptance of the terms and conditions set out in the tendering specifications and in particular article II.24 of the standard service contract by returning the Subcontractor Letter of Intent in annex to the tender specifications, filled in and signed (insert in e-Submission under: '*Attachments*' section ->'*Technical and professional capacity*' tab).

2. In the Tendering Specifications, section 2.7

Instead of:

To this end all members of the consortium shall sign a power of attorney (in annex to the tender specifications). This document must be scanned and included in the offer (Qualification" -> "Identification of the tenderer" under "Documents"). For groupings not having formed a common legal entity, model 1 shall be used, and for groupings with a legal entity in place model 2.

Read:

To this end all members of the consortium shall sign a power of attorney (in annex to the tender specifications). This document must be scanned and included in the offer (insert in e-Submission under: '*Attachments*' section ->'*Technical and professional capacity*' tab). For groupings not having formed a common legal entity, model 1 shall be used, and for groupings with a legal entity in place model 2.

3. In the Tendering Specifications, section 3.1.1.1.

Instead of:

Section	**Where to insert in e-Submission**
Section one: Administrative information	"**Qualification**" → "Identification of the Tenderer" → "[Member name]" → "Documents"
Section two: Exclusion and selection criteria form	"**Qualification**" → "Identification of the Tenderer" → "[Member name]" → "Documents"
Section three: Evidence relating to the selection criteria	"**Qualification**" → "Selection Criteria" → "Financial and Economic Capacity" →"[Member name]" "**Qualification**" → "Selection Criteria" → "Technical and Professional Capacity" -> "[Member name]"
Section four: Technical Proposal – Addressing technical specifications and award criteria	"**Tender**" → "[name of Call for Tender]"
Section five: Financial Proposal	"**Tender**" → "[name of Call for Tender]"

Read:

Section	**Where to insert in e-Submission**
Section one: Administrative information	'*Attachments*' section ->'*Legal and regulatory capacity*' tab
Section two: Exclusion and selection criteria form	'*Required fields*' section'

Section three: Evidence relating to the selection criteria	'*Attachments*' section ->'*Economic and financial capacity*' tab '*Attachments*' section ->'*Technical and professional capacity*' tab
Section four: Technical Proposal – Addressing technical specifications and award criteria	'*Tender Data*' section ->'*Technical tender*' tab
Section five: Financial Proposal	'*Tender Data*' section ->'*Financial tender*' tab

4. In the Tendering Specifications, section 3.2.1

Instead of:

Tenders shall be **solely** submitted **electronically** via the e-Submission application through the eTendering link used to access the procurement documents. Offers sent on paper, by e-mail or by fax will be non-admissible.

Information about the e-Submission application as well as a step by step guide on how to access it and submit a tender is provided in the document "E-submission application-Guide for Economic Operators" found under link below:

https://www.eda.europa.eu/docs/default-source/procurement/e-submission-application-guide-for-economic-operators.pdf

The tender (including the scanned copy of the Tender Preparation Report) must be fully uploaded and received within the "Receipt Time Limit" indicated above.

Evidence of timely receipt will be constituted by the timestamp in the tender receipt confirmation which will be sent to your e-Submission mailbox.

Receipt after the deadline shall lead to the non-admissibility of the tender and its exclusion from the award procedure for this contract.

Tenderers are advised not to wait until the last moment (**submission deadline**) to submit their tenders. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that your tender is submitted several hours before the deadline.

In case of any problems with the submission of the electronic tender, we recommend that you contact the helpdesk by e-mail: DIGIT-ESUBMISSION-SUPPORT@ec.europa.eu, or by phone: +32 (0)2 297 10 63. Please note that the support line is open from 8:30 to 12:00 and from 13:00 to 17:30 (Brussels time), on all EDA working days.

Read:

Tenders shall be **solely** submitted **electronically** via the e-Submission application through the eTendering link used to access the procurement documents. Offers sent on paper, by e-mail or by fax will be non-admissible.

Information about the e-Submission application as well as a step by step guide on how to access it and submit a tender is provided in the document "Quick e-Submission guide for Economic Operators" found under link below:
https://www.eda.europa.eu/docs/default-source/procurement-library/quick-e-submission-guide-for-economic-operators.pdf

The tender (including the scanned copy of the Tender Preparation Report and all documents) must be fully uploaded and received within the "Receipt Time Limit" indicated above.

Please note that the tenderer is responsible to ensure that their full tender (all required documents and evidence) reaches the destination in due time.

Evidence of timely receipt will be constituted by the timestamp in the '*Tender Reception Confirmation*' which will be sent to your e-Submission mailbox.

Receipt after the deadline shall lead to the non-admissibility of the tender and its exclusion from the award procedure for this contract.

Make sure you submit your tender on time: tenderers are advised to start completing their tender early and not to wait until the last moment (Receipt Time Limit) to submit their tenders. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that your tender is submitted several hours before the deadline.

The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your tender and the type of internet service you are using.

In case of any problems with the submission of the electronic tender, we recommend that you call the call the helpdesk in reasonable time before the time limit for receipt. The contact details of the helpdesk are as follows:

- ✆ +(32) 229 71063
- ✉ DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu

Please note that the support line is open from 8:30 to 12:00 and from 13:00 to 17:30 (Brussels time), on all EDA working days.

5. In the Tendering Specifications, section 3.5.1.

Instead of:

A. In the e-submission application, tab "Qualification" -> "Identification of the Tenderer", the tenderers shall fill in the required information (Identification info, Registration info, Fiscal info, Contact info), according to the type of tender. The information has to be completed for all the entities participating in the tender.

Read:

A. In the e-submission application, under '*Identification of the Tenderer*' section ->'*New Party*' tab, the tenderers shall fill in the required information (Identification info, Registration info, Fiscal info, Contact info), according to the type of tender. The information has to be completed for all the entities participating in the tender.

Instead of:

B. The Legal Entity Form is to be signed by a representative of the tenderer authorised to sign contracts with third parties.

The form needs to be printed, filled in, signed and then scanned and uploaded in the section "Qualification" -> "Identification of the tenderer" -> "Documents".

Read:

B. The Legal Entity Form is to be signed by a representative of the tenderer authorised to sign contracts with third parties.

The form needs to be printed, filled in, signed and then scanned and uploaded together with the supporting evidence to the section '*Attachments*' ->'*Legal and regulatory capacity*' tab.

Instead of:

C. The Financial identification form shall be duly filled in and signed by an authorised representative of the tenderer and his or her banker.

The form needs to be printed, filled in, signed and then scanned and uploaded in the section "Qualification" -> "Identification of the tenderer" -> "Documents".

Read:

C. The Financial identification form shall be duly filled in and signed by an authorised representative of the tenderer and his or her banker.

The form needs to be printed, filled in, signed and then scanned and uploaded together with the supporting evidence to the section '*Attachments*' ->'*Legal and regulatory capacity*' tab.

6. In the Tendering Specifications, section 3.5.2.

Instead of:

This declaration(s) must be filled in, signed by an authorised representative, scanned and uploaded under "Qualification" -> "Identification of the Tenderer" ->"<'Member Name'>" ->Tab "Documents".

Read:

This declaration(s) must be filled in, signed by an authorised representative, scanned and uploaded to the e-Submission application under '*Required fields*' section -> '*Declaration on honour*'.

7. In the Tendering Specifications, section 3.5.3.

Instead of:

Documents certifying financial and economic capacity must be included in section "Qualification" -> "Selection Criteria" -> "Financial and Economic Capacity"-> "[Member Name]" in the e-Submission application.

Read:

Documents certifying financial and economic capacity must be uploaded to the e-Submission application under: '*Attachments*' section ->'*Economic and financial capacity*' tab.

Instead of:

Proof of technical and professional capacity must be included in section "Qualification" -> "Selection Criteria" -> "Technical and Professional Capacity" -> "[Member Name]" in the e-Submission application.

Read:

Proof of technical and professional capacity must be uploaded to the e-Submission application under: '*Attachments*' section ->'*Technical and professional capacity'* tab.

8. In the Tendering Specifications, section 3.5.4.2.

Instead of:

The technical proposal needs to be uploaded in the section "Tender" in the e-Submission application.

The tenderer will need to select the "Technical Tender" from the dropdown box ("Financial Tender or Technical Tender"). The e-Submission application allows attachment of as many documents as necessary.

Read:

The technical proposal needs to be uploaded to the section '*Tender Data*' ->'*Technical tender*' tab.

9. In the Tendering Specifications, section 3.5.4.4.

Instead of:

The complete financial proposal, needs to be uploaded in section "Tender" in the e-Submission application. The tenderer will need to select the "Financial Tender" from the dropdown box ("Financial Tender or Technical Tender").

Read:

The complete financial proposal, needs to be uploaded to the section '*Tender Data*' ->'*Financial tender*' tab.

10. <u>The below listed document contained in the Document Library:</u>

- Annex 4.1 to the Tender Specifications - Checklist of Documents to be Submitted in the E-Submission Application

is replaced by the document below:

- Annex 4.1 to the Tender Specifications - Checklist of Documents to be Submitted in the E-Submission Application - Corrigendum 11.08.17