

Questions & Answers 2– Ref. No.: BSPM/09/CP/AG/24 for provision of Consultancy Services – DPS

19/12/2024

Important: if you are encountering issues populating Annex 1, please contact us via the ESM procurement tool under the Communication tab and explain the issues. The ESM will be closed for 2 weeks around Christmas, but we will get back to you the week of the 6th January 2025.

You can still prepare your application: the eligibility criteria can be found in Annex 3 and the selection criteria in Annex 4.

Question n°1	<p>Section 3.7 describes the conditions with regards to the involvement of Third Parties.</p> <p>With regards to the composition of a Consortium, we would like to receive clarification on the following questions:</p> <p>a) The subsection "Consortia" point a. stipulates that a clear description of the proposed Consortium has to be included, with its organisational hierarchy and structure, the names of all Consortium members and the roles, activities and responsibilities of the Consortium leader and each Consortium member. Can you indicate or clarify if such description has to be provided as a separate document as it seems that Annex 1 does not seem to contain a specific field to enter such information.</p> <p>If so, where should the separate document be uploaded?</p> <p>b) Is it possible to change the composition of a Consortium, i.e. add a Group member, when responding to the Specific Contract/Mini Competition requests after submission of the initial application? If so, what will be the procedure?</p>
Answer n°1	<p>a) Such additional information if applicable, will need to be provided as a separate attachment. See Appendix 1 to this QandA which would need to be populated.</p> <p>This attachment will not be embedded in Annex 1. Therefore, please upload it to the ESM procurement tool in the same manner as you upload Annex 1 when submitting your application.</p> <p>b) A change in the consortium would require an assessment from the ESM to check whether the new Candidate (new consortium) meet the eligibility and selection criteria. If the assessment is positive, the Framework Agreement would need to be amended. If this situation arose, we expect Suppliers to</p>

	<p>raise this as soon as possible. When a Mini-Competition is launched, suppliers will be able to apply as the legal entities named in the applicable Framework Agreement. Therefore, such a change should be raised and dealt with prior to responding to a Mini Competition otherwise you will only be able to respond to a Mini Competition as the current Consortium listed in the Framework Agreement.</p>
Question n°2	<p>Section 3.7 describes the conditions with regards to the involvement of Third Parties.</p> <p>With regards to the use of subcontractors, we would like to receive clarification on the following questions:</p> <p>a) Can you clarify what is to be considered as a "Key Subcontractor"? i.e. is this based on the percentage of involvement in the delivery of services in a specific contract, and if so, what would be the percentage as a threshold to declare a subcontractor?</p> <p>b) The subsection "Subcontractors", point a. stipulates that a clear description of the proposed subcontracting arrangement, in particular which tasks the Candidate intends to subcontract and their volume or proportion, the name(s) of the proposed Key Subcontractor(s) and its/their roles, activities and responsibilities. Can you indicate or clarify if such description has to be provided as a separate document as it seems that Annex 1 does not seem to contain a specific field to enter such information.</p> <p>If so, where should the separate document be uploaded?</p> <p>c) Is it possible to change subcontractors when responding to the Specific Contract/Mini Competition requests after submission of the initial application? If so, what will be the procedure?</p>
Answer n°2	<p>a) The definition of key subcontractors is outlined in Section 3.7 of the DPS. We do not enforce a specific percentage of involvement in the delivery of services. Key subcontractors are subcontractors that play a significant role in delivering the services.</p> <p>b) Such additional information if applicable, will need to be provided as a separate attachment. See Appendix 2 to this QandA which would need to be populated.</p> <p>This attachment will not be embedded in Annex 1. Therefore, please upload it to the ESM procurement tool in the same manner as you upload Annex 1 when submitting your application.</p> <p>c) please refer to the response Answer 1 b)</p>

Question n°3	Please confirm that ongoing contracts/projects can be described as Examples under Technical and Professional Ability Section of Annex 1, for each declared discipline?
Answer n°3	No, As specified in Annex 4, project/contract should be <u>completed</u> in the last 3 years prior to the submission of your application.
Question n°3	In the PQD, section 2.8 you are mentioning that limitations on any page/word limits are being specified. Could you please specify for which document/s does the word/page limit refers to?
Answer n°3	<p>Additional information to the provided Answer 3, published on 17/12/2024 to the 1. QandA.</p> <p>Candidates subject to Section 3.7 of the DPS are required to complete Appendix 1 (maximum 2 pages) and Appendix 2 (maximum 2 pages), attached to this Q&A. These documents can also be downloaded from the ESM procurement tool.</p>

Appendix 1

European Stability Mechanism



RFP Ref. No.: BSPM/09/CP/AG/24

Title: Consultancy Services DPS

Subject: Consortia

Candidates who are subject to Art 3.7 of the DPS document, are required to complete this template and date and duly arrange signature of this Appendix 1 by an authorised representative.

- a. a clear description of the proposed Consortium, its organisational hierarchy and structure, the names of all Consortium members and the roles, activities and responsibilities of the Consortium leader and each Consortium member;
- b. information on whether the Consortium will form a legal entity and if yes, details of the actual or proposed percentage shareholding within such legal entity and other official documents confirming existence of such legal entity. If not, full details of the proposed Consortium arrangement including submission of an executed Consortium agreement. (max. 2 pages)

Appendix 2

European Stability Mechanism



RFP Ref. No.: BSPM/09/CP/AG/24

Title: Consultancy Services DPS

Subject: Subcontractors

Candidates who are subject to Art 3.7 of the DPS document, are required to complete this template and date and duly arrange signature of this Appendix 1 by an authorised representative.

- a. clear description of the proposed subcontracting arrangement, in particular which tasks the Candidate intends to subcontract and their volume or proportion, the name(s) of the proposed Key Subcontractor(s) and its/their roles, activities and responsibilities; and
- b. document signed by any Key Subcontractor stating its intention to collaborate with the Candidate should the Candidate be awarded a Contract. The template available in Annex 3 Section 3.3 (Subcontractor Commitment Letter) shall be used for this purpose. (max 2 pages).

