Questions & Answers 8 – Ref. No.: BSPM/09/CP/AG/24 for provision of Consultancy Services – DPS

23/01/2025

Question n°1	We have been reviewing the updated requirements and noticed variations in the guidance regarding the maximum length for project descriptions. The Q&A document dated 17/01/2025 (specifically Question n°5) mentions an update changing the project description requirement to 250 words, while earlier guidance referenced character limits (e.g., 500 characters and 250 characters). To ensure our submission aligns with your expectations, we kindly request your firm confirmation on the maximum length allowed for project descriptions. This clarification will help us finalize our application in compliance with your requirements.
Answer n°1	Please follow the last clarification on this point (answer #8 from Q&A #6). The limit is 250 words per example.
Question n°2	Please can you clarify whether a turnover of less than 500k Euro is an automatic fail (Financial selection). For an SME, this will be tricky.
Answer n°2	All eligibility and selection criteria must be met. The turnover requirement is mandatory like all other criteria. Please note that the combined capacities of the Candidate and third party/ies and/or subcontractor/s if applicable are assessed, so you can rely on partners.
Question n°3	Is it possible to attach the required Annex 3 document as a standalone documents instead? When is embedded on the excel sheet, the document for some reason is not recognizing the embedded documents.
Answer n°3	Annex 3 contains a number of declarations that each need to be completed and signed and embedded individually in the relevant fields. The signed declarations must be converted to PDF format in order to be embedded. If you still encounter issues after followed this guidance, do not hesitate to contact us again
Question n°4	Section 2.8 "Application Structure and Response Instructions" from the TS DPS document contains a table on how the documents should be completed in case of the different application configurations. Could you please clarify whether the Consortium declaration Annex 3 Section 3.2 needs to be completed by a candidate which is a sole applicant (not a consortium)? If yes, do we need to adapt the text of Annex 3, section 3.2 to say that the applicant is submitting a sole application not in the context of a consortium?
Answer n°4	Annex 3.2 Consortium declaration should only be completed in case of consortium, by all members of the consortium. If you are a Candidate participating on your own (not a consortium), no need to fill out the Annex 3.2. You will then declare in Annex 1, first page that no

	consortium applies and therefore you will not be requested to upload Annex 3.2.
Question n°5	We understand that a discount has been defined by the ESM in the framework agreement, and this discount will be applied based on the billing volume per calendar year. Could you please clarify the rule that will apply for current contracts that were already signed? For example a contract signed in 2023 under a different framework agreement and that will end in 2027.
Answer n°5	The discount mechanism applicable to the DPS will apply to Implementing Contracts signed under the DPS. Contracts signed under previous consultancy panels will remain subject to the discount mechanisms specified in the corresponding framework. agreements.
Question n°6	We are completing the Annex 1 DPS Response Template. We save it correctly in our local computer. However, when we open the file again we are unable to review the previous information saved. Is this the normal way of working of Annex 1 or should we be able to review our application? Ideally, we would like to be able to review the previous work saved, and not having to start from the beginning each time we open the document.
Answer n°6	Once you save Annex 1 to your local drive and reopen the saved file, all previously entered information will remain intact, and the file will open at the exact point where you left off. However, if you navigate back to the start page of the template (the page listing all disciplines), all previously entered information, except for the Candidate's name, will be deleted. Before accessing the start page, a warning message will appear, notifying you that all previously entered information will be lost.
Question n°7	In the annex 1, section 2 the bidder is asked to confirm that evidence of annual revenue in excess of €500,000 for the last two financial years has been provided. Following the instructions of section 2, there is no possibility to upload such evidence. Are we correct in assuming that these kind of evidences should be submitted as PDF, together with annex 1? If not, please describe the way to upload the evidence, next to the commercial response template.
Answer n°7	In Annex 1 section 2 you are only required to tick the box to confirm an annual revenue in excess of €500,000 for the last two financial years. No evidence is requested. Please disregard the 'Embed evidence' writing.
Question n° 8	Regarding annex 1 - in section 6 "summary and confirmation" the bidder needs to confirm, that he is authorized to make this declaration on behalf of the organization. We kindly ask for guidance how this is interpreted by the ESM. As multiple people are working on such complex procurement procedures on bidder's side, the person who is collecting all the documents and information, that needs to be embedded and uploaded, is normally never the authorised representative. This person is named as "last modified by" in the Excel file under file -->info. Are we correct in assuming that the authorised representative is interpreted as the person who has signed the declarations under section 1?

Answer n°8	Correct, the authorised representative is someone with authority to respond the various declarations on behalf of the Candidate. The person ticking the box in Annex 1 section 6 may not be the authorised representative but should have received approval from the relevant person to confirm these two sentences in section 6.
Question n°09	Regarding annex 1, section 6 - the bidder is asked to confirm that an authorized representative of the firm confirms the authorization. As a large company, we work with a power of attorney, that enables multiple people to represent the firm for such matters. We are happy to provide such confirmation, especially as the authorized representative is not visible in the trade register. We kindly ask the ESM to give us guidance on how and where to upload such confirmation (power of attorney).
Answer n°09	We would expect that the authorised representative who signed the various declarations that you have to embed, is the same person that confirms the information in Annex 1 section 6. if this is not the case, you can upload the PoA as a separate document when submitting your application in InTend. The application would then have Annex 1 as attachment, the POA and if applicable, the Appendix/ces 1 and/or 2.
Question n°10	Are the prices listed daily rates? Do they apply to on-site or off-site services?
Answer n°10	Yes, rates are daily rates. Please refer to Answer 2 of QandA 3 published on 20/12/24 and Answer n° 4 of QandA5 published on 09/01/2025.

If you are encountering issues populating Annex 1, please contact us via the ESM procurement tool under the Communication tab and explain the issues.

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