



29 August 2014

## Clarification No 7

**Reference:** Open call for tenders No EEA/OSE/14/004

**Title:** Framework service contracts for the provision of IT consultancy services to the EEA and the European Commission (DG ENV and DG CLIMA) – 6 lots

### Question 1

As indicated in the tender specifications – Annex I, sections 2 and 6, the outer envelope containing the complete offer must contain three inner envelopes, Envelope No 1 (Administrative section), Envelope No 2 (Technical offer) and Envelope No 3 (Financial offer). If an offer is submitted to two lots, which of the following options is correct?

- (a) One outer envelope labelled with two lot numbers and containing one Envelope No 1 common for both lots, and two Envelopes No 2 and two Envelopes No 3;
- (b) Two outer envelopes, the first one containing Envelope No 1 with information common for both lots, and the second one containing only Envelope No 2 and Envelope No 3;
- (c) One very outer envelope labelled with two lot numbers and containing one Envelope No 1 common for both lots and two envelopes for each lot labelled with the lot number and containing Envelope No 2 and Envelope No 3.

### Answer 1

*As stated in section 6 of the tender specifications, in case tenderers submit offers for several lots, they are requested to submit their bids separately for each individual lot, since tenders will be evaluated separately for each lot.*

*For that purpose, tenderers are requested to submit their tenders as follows:*

- *One outer envelope or parcel, sealed and labelled in accordance with the requirement specified in section 2 of the tender specifications;*
- *The outer envelope shall contain:*
  - o *one inner envelope No 1 corresponding to the administrative section of the tender common to all lots for which the tenderer wants to submit an offer, clearly labelled and sealed and bearing the mention “Tender – Not to be opened by the internal mail services”;*

- *one inner envelope labelled with the corresponding lot No and bearing the mention “Tender – Not to be opened by the internal mail services” for each lot for which the tenderer wants to submit an offer;*
  - *this inner envelope shall itself contain:*
    - *two inner envelopes, one corresponding to Envelope No 2 (technical offer) and one corresponding to Envelope No 3 (financial offer), clearly labelled and sealed.*