

Open Tender Clarification no. 1

European Banking Authority Tender: Supply of Interim Staff for General Administration EBA/2013/003/OPS/SER/OP

Date: 7th March 2013

No.	Questions	EBA Response
1	Can the Company based in Mumbai, India participate in the tender?	<p>No.</p> <p>Please note that all presently available information relating to the contract is available for downloading from the EBA website at http://eba.europa.eu/Aboutus/Procurement/Current-calls-for-tender-60000.aspx.</p> <p>Regarding the countries that are eligible to participate in this tender please note that EBA is an agency of the European Union.</p> <p>Participation in this tendering procedure therefore is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the European Union in the field of public procurement under the conditions laid down in that agreement.</p> <p>Candidates should note that the contract is not covered by the Government Procurement Agreement.</p> <p>The procurement procedure is not open to tenderers registered in India.</p>

2	Does the EBA currently operate a sole supplier agreement?	Currently there is no sole supplier agreement between the EBA and the interim staff services provider.
3	Key objectives for going out to tender.	According to the Terms of Reference B.1.1 Purpose of the procurement procedure and scope of the contract “the objective of the envisaged framework agreement is to support the operational functions of the EBA by providing a fast and flexible way of satisfying the EBA with the "supply of interim staff" for the abovementioned reasons.”European Banking Authority as public body is obliged to put out to tender its procurement contracts.
4	The invoicing section mentions monthly payment to the interim staff, is this correct as we pay weekly	This is correct.
5	Any other locations in the UK covered under this tender?	No, the tender covers only EBA office in London.
6	Will there be the opportunity to meet with key stakeholders before the tender deadline?	<p>No, should the tenderer have a question, this should be submitted in writing only, preferably by email to tenders@eba.europa.eu with a copy to aneta.alhadouhova@eba.europa.eu before 19th March 2013.</p> <p>Please be advised that the responses will be published therefore we advise you to check our website.</p> <p>Please refer to Tender Specifications C.5.1 regarding the contact between the Tender and EBA.</p>
7	To confirm the framework will be awarded to 1 supplier. Is this correct?	Yes, according to Tender Specifications B.2.1. EBA wishes to conclude a framework service contract with a single economic operator for the provision of the services specified in the Section B.1 of the Tender Specifications.

8	What internal controls are in place to ensure the framework is used	We intend to award one framework contract. There are management controls when appointing new staff. All EBA interim staff are recruited through an external supplier. Number of EBA regular staff is strictly limited each year.
9	How many suppliers do you currently use?	The EBA currently uses one supplier however there is no sole supplier agreement between the EBA and the current supplier.
10	Can you provide any further background to the move a single supplier if that is the case	Please see the answer to question no 2 and no 8.
11	What will happen to existing temporary workers. Will they stay with existing suppliers or will they be asked to register with the new supplier on award	The existing interim staff can register with the new supplier/interim staff agency should all parties be interested and will be paid under the agreed terms with the new supplier/ interim staff agency.
12	At any one time what is the average population of temp workers, can you split this by the different job types please	So far the largest population of interim staff was for finance assistant jobs (4 interims in the course of the year during peak periods and one covering for maternity leave), secretaries (2 interims covering for the periods between recruitment and taking up duty of the recruited staff, 1 interim covering for maternity leave), event coordinator/receptionist (1 interim on long term basis), communications officer (1 interim covering during the annual leave and peak period).
13	Are any incumbent personnel (existing agency/interim staff) to be transferred to the winning supplier?	Please see the answer to question no 11.
14	The pricing requested, asks for rates at two levels in respect of Secretary and Finance Assistant; - Expertise Level 1 and Level 2. Please can you define the criteria for each of these two levels?	According to Tender Specifications B.1.3 Specific Requirement To the Services levels are based on professional experience: Level 1 – up to 7 years of experience Level 2 – more than 7 years of experience