

TO: PUBLIC PROCUREMENT ELECTRONIC SYSTEM (S.E.A.P.)

Ref: „open bid” procedure regarding the awarding of the contract for consulting services, code CPV - 79411100-9

Following the requests for clarification received from economic operators we send you their questions and the contracting authority's answers:

CLARIFICATION 1:

Which is the language in which the documentation for participation in the bid procedure should be submitted?

Should all the documents, respectively the qualification documents, the technical proposal and the financial proposal (including certificates, licenses, contracts) be submitted both in Romanian and English language or there is the option to submit them, either in Romanian or in English language?

ANSWER 1:

According to clarification no. 433782/14.07.2010, published in S.E.A.P. enclosed to the procurement notice, the languages in which the bid should be submitted (qualification documents, technical proposal, financial proposal, including certificates, licenses, contracts, etc.) Romanian and English.

The translations will be carried out by licensed translators

CLARIFICATION 2:

In case there is the option to submit the documentation for participation either in Romanian or in English language within a partnership between a Romanian and a foreign company which submits a common documentation may the qualification documents for the

Romanian company be submitted in Romanian language while for the foreign company in English language, and the technical proposal and financial proposal to be in English language?

ANSWER 2:

Not applicable. See clarification no. 1.

CLARIFICATION 3:

Workshops and training sessions. What is meant by "2 sessions for at least 4 reports (delivery 2) and what is the relation with the workshops that should be delivered as part of various activities?

ANSWER 3:

Considering that the bidder refers to Lot I, in accordance with the payment schedule for Lot I presented in the awarding documentation (Annex no. 1/1 to the contract within the awarding documentation), the payment will be made in three installments (1st installment - 10%, 2nd installment - 40%, 3rd installment - 50%), and to accept the 2nd installment from the payment schedule associated with Lot I, the contractor undertakes to complete at least 4 activities (the reports for each activity will be issued by default). The four reports will be presented within 2 workshops/training sessions which the contractor is required to perform with ANCPI staff/other interested parties, according to the provisions of the Bidding Documents.

In order to correlate the information referring to the workshops/training sessions with information from the Payment schedule, the word "delivery" is replaced with the word "installment", according to the specifications below:

A. For Lot I (page 27 from the Awarding Documentation):

*** The WORKSHOPS and the TRAINING SESSIONS will be performed as follows:**

- 2 sessions for at least 4 reports (**Installment 2** from the Payment schedule – Annex 1/1)

and

- 2 sessions for at least 5 reports (**Installment 3** from the Payment schedule – Annex 1/1),

where

One session = 2 days X 30 persons/day

B. For Lot II (page 30 from Awarding Documentation):

*** WORKSHOPS AND TRAINING SESSIONS will be performed as follows:**

- 2 sessions for at least 3 reports (**Installment 2** from the Payment schedule – Annex 1/2)
and

- 2 sessions for at least 3 reports (**Installment 3** from the Payment schedule – Annex 1/2),
where

One session = 2 days X 30 people/day

C. For Lot III (page 32 from Awarding Documentation):

*** WORKSHOPS AND TRAINING SESSIONS will be performed as follows:**

- session for at least 2 reports (**Installment 2** from the Payment schedule – Annex 1/3)

and

- session for at least 2 reports (**Installment 3** from the Payment schedule – Annex 1/3)

where

One session = 2 days X 30 people/day

CLARIFICATION NO. 4:

Article G – Requirements for submission of technical proposal. What is ment by point no. 2.3. – „Indicators to evaluate the expected results and methods for measuremen of these indicators” and 2.4. - „A description of the support facilities that the experts team will have from the part of economic operator during the execution of contract.”

ANSWER no. 4:

The Bidder must define a set of indicators for evaluation of the results of the contract to be awarded as well as ways/methods of evaluation for those indicators.

The Bidder must describe the support facilities that will be provided for the experts team during the execution of the contract.

CLARIFICATION NO. 5:

Regarding the bid security, this can be expressed in Euro (at the exchange rate announced by BNR on August 4, 2010) or must be expressed in RON? Bid security issued by the Erste Bank Croatia & Steiermärkische Bank meets the requirements or it is necessary to constitute it in the correspondent bank in Romania?

ANSWER no. 5:

Bid security will be expressed in RON, in accordance with the requirements of awarding documentation, and constituted at a bank / insurance company in the country where the economic operator is established or by its correspondent in Romania.

It will be presented in original in the language in which it is constituted and translated into Romanian (authenticated authorized translation).

This will contain at least the information specified in Form no. 11 of the awarding documentation.

CLARIFICATION NO. 6:

Regarding the minimal requirements for the key experts of the project team.

For Lot I, II and III, please confirm that the requirement "Academic postgraduate studies" is considered fulfilled by the presentation of a bachelor diploma in the requested field.

ANSWER no. 6:

The requirement is NOT considered fulfilled by presenting the bachelor diploma, because **bachelor's diploma proves the achievement of academic first level degree.**

In order to fulfill the requirement "Academic postgraduate studies", experts must have completed **postgraduate studies**, respectively **Master courses, Postgraduate courses, PhD courses etc.**

CLARIFICATION NO. 7:

Regarding minimal requirements for the key experts on project team for Lot III: **B. Expert to identify training needs and to develop a plan for continuous professional training of ANCPI**

staff, C. Expert to identify vocational training needs and to develop a plan for continuous vocational training of ANCPI staff, D. Expert in professional vocational training, E. Expert in the field of communication with the public, please please confirm that the requirement concerning the experts knowledge and experience from „similar ANCPI agencies” and „similar ANCPI institutions” refers to agencies/institutions having national / regional / territorial coverage.

ANSWER no 7

Regarding key experts minimal requirements for Lot III points B, C, D, and E we mention the following:

Requirement: *„Documented knowledge about training programs and modern training methodologies within ANCPI similar institutions”*

Is amended and becomes: *„Documented knowledge about training programs and modern training methodologies”*.

Requirement: *„Documented experiences from being actively involved in leading or in undertaking training to staff of institutions similar to ANCPI”*.

Is amended and becomes: *„Documented experiences from being actively involved in leading or in undertaking training to staff of institutions similar to ANCPI in the field of cadastre **and/or** property registration”*

*Due to ANCPI specific activity we consider fundamental the experience in leading or undertaking training courses in similar fields, respectively cadastre **and/or** property registration, considered to be the only one able to ensure permanent improvement of profesional knowledge of ANCPI staff, considering future activity of the contracting authority regarding implementation of INSPIRE Directive, ROMPOS management sistem, digital cartography, numerical model of terrain as well as using a centralized information system.*

CLARIFICATION NO 8:

Regarding chapter V.4) Technical Capacity, c. Information on technical specialized and quality assurance personnel: „ Note: The same person can be proposed for more than one activity if that person meets specified requirements and that person ability to complete the

respective activity within the set timeframe is demonstrated” please confirm that the same person can be proposed for 2 positions of key expert within the same Lot as long as the person capacity to complete the activity for which was allotted on time is not affected.

ANSWER 8:

NOT confirmed. The contracting authority does not agree to nominate the same person for several key expert positions within the same lot.

CLARIFICATION 9:

Referring to chapter V.4) TECHNICAL CAPACITY, c. Information regarding the technical and quality assurance staff: *“Note: 2. If the experts are not speaking Romanian language, the economic entity will provide professional translation services in Romanian language throughout the contract period. Considering the complexity of the contract’s subject, the economic entity will make every effort to ensure quality translations. In this respect they will present the translators’ CVs (according to Form 7b) and their certificates/diplomas, as well as statements of availability and exclusivity”*, please confirm that the presentation of a single translator’s CV is sufficient, regardless the number of experts not speaking Romanian language presented in the bid (mentioning that during the project, the contractor will continuously ensure translation services for the experts who are not speaking Romanian language).

ANSWER 9:

We agree, provided that during the project progress, the contractor will continuously ensure translation services for the experts who are not speaking Romanian language.

Yours sincerely,

Mihai BUSUIOC
GENERAL DIRECTOR