



Heraklion, 24/01/2014
ENISA/ASD/DCO/dco/2014/70

CLARIFICATION: N° 1

“Certification in Industrial Environments and Smart Grids”

ENISA D-COD-13-T32

Questions & Answers

Q1:	We plan to answer in the preferred language (i.e. English) nevertheless some official documents (such as those related to the registration of the company) are in French. Would it be necessary to get an official translation into English or would it be acceptable to provide some documents in French and the rest of the response in English provided that both are official languages?
A1:	There is no problem in providing any administrative documentation in the original language – there is no need for translations.
Q2:	For the Annex II (“Financial Identification”) we would like to attach a copy of a recent bank statement but due to confidentiality agreements with our customers we will need to remove some data from the scan (i.e. customer names). Would that be acceptable if we attach a bank statement with this information removed??
A2:	It is confirmed that you may provide a bank statement to accompany the Financial Identification form. The main reason we request the bank statement is so as to check that your bank account number/IBAN is identifiable on this statement. You may therefore hide/cover/delete any personal information on the statement which could be considered to infringe on privacy rules for third parties.
Q3:	<p>For Lot 2 Deliverable D4 (i.e. final report) we understand that subcontractor is expected, according to section 2.4, to “integrate comments from the internal ENISA Q&A process”. Nevertheless, section 2.2.2 mentions that “ENISA will finalise the report based on the additional comments received. “.</p> <p>Is this work coming after the integration of comments from the “internal Q&A process”?</p> <p>If yes, do you confirm the subcontractor is not expected to perform any edition of the report??</p>

<p>A3:</p>	<p>Section 2.2.2 refers to the validation activities (workshop and/or online consultation with experts) which precedes the Q&A process. The contractor should take into account both the comments from the validation activities and the Q&A.</p> <p>No changes to the document will take place after the end of the Q&A process.</p>
<p>Q4:</p>	<p>As the general conditions of the resulting contract will be those from the Annex V (i.e. Service Contract – Certification in Industrial Environments and Smart Grids) and because this document is not present in the check list we plan to mention it in our Technical Proposal and also include the Annex V in our response Is that acceptable? Should we edit the Checklist (i.e. Annex IX) to mention this document??</p>
<p>A4:</p>	<p>The Draft contract is provided as part of the tender documentation so that you may check if you are able to accept all terms and conditions. You are not required to include a copy in your offer.</p> <p>The Checklist should not be amended under any circumstance.</p>
<p>Q5:</p>	<p>In the Annex IV (i.e. Financial Offer) we will include the total price without the VAT but where would you expect to see the amount of VAT? (e.g. shall we edit the Annex IV?)</p>
<p>A5:</p>	<p>ENISA is a tax exempted entity; therefore we do not require the VAT to be indicated on the Financial Offer form.</p>
<p>Q6:</p>	<p>- With regards to the travel expenses, shall the travelling and subsisting expenses be included as an independent amount from the Lot?</p> <p>Tender mentions that “Quality assurance, review and final approval of deliverable, and project sign-off will take place at a location to be agreed on later.” But section 2.2 only mentions one trip (for the ENISA workshop) <input type="checkbox"/> Do you confirm that only this trip is expected and attendance to other venues can be performed by other means (e.g. conferences). If yes, where should they be included in Annex IV as well?</p>
<p>A6:</p>	<p>The Financial Offer form indicates that a ‘lump sum’ offer must be provided. Therefor please provide a total price which includes all costs assigned for the completion of all tasks described in the specification, including travel and subsistence costs if any are required.</p> <p>We confirm that quality assurance, review and final approval of deliverable, and project sign-off will take place online. No physical trip is needed for these activities.</p>