

ECMWF Copernicus Procurement

Invitation to Tender



CLARIFICATIONS

Clarifications issued 5 December 2017

ITT Ref: COP_031

ISSUED BY: ECMWF Administration Department Procurement Section



Funded by the European Union

Implemented by



We are pleased to provide the following clarification responses to questions received:

1 Ref: C17_COP_031

According to section 3.2 of Volume II of the ITT documents, the key persons in charge of the audit must have evidenced experience of auditing in accordance with EC audit requirements. The focus in this ITT is not on EU audit regulations but on audit requirements, as laid down by the European Commission for contracting audit companies on EU funded grants and procurement contracts.

2 Ref: C18_COP_031

According to section 3.3.2 of Volume II of the ITT documents, the focus of the audits will be on the financial audit, including a list of items to be audited. With regards to the value of assets we would expect that a view on the stated value of assets be formed, ensuring consistency with Clause 3.2 of the Framework Agreement (see Annex 2 to Volume II of the ITT documents), and including (but not limited to), accurate calculation of full asset cost, consistency of treatment for procurement, acquisition and depreciation with the organisation's usual procedures / accounting policies, correct application of accounting treatment, calculations in line with accounting policy etc.

3 Ref: C19_COP_031

According to section 3.3.3 of Volume II of the ITT documents, all files and working papers shall be retained by the contracted auditor and ECMWF and the European Commission, including the European Anti-fraud Office (OLAF) and the Court of Auditors are entitled to access the recorded documents at any time and up to five years after the Final Payment of the ECMWF-EC Copernicus Delegation Agreement. This is a requirement included in the Copernicus Delegation Agreement signed between ECMWF and the European Union. We are unable to provide a conclusive list of reasons or circumstances under which access to files and working papers produced by the contracted auditor under this contract would be required, however this is a condition the successful Tenderer will need to comply with.

4 Ref: C20_COP_031

According to section 5.6 of Volume II of the ITT documents, the tenderer shall provide a history and recent provision of external audit services in a similar context. The tenderer should demonstrate whether they have any Sectoral knowledge and experience, rather than experience of undertaking similar audit activities. "Sectoral" in this case would refer to public and private sector entities working on scientific and research and development activities funded by the European Union, or any other similar context.

5 Ref: C21_COP_031

According to section 5.7 of Volume II of the ITT documents, CVs should be included in the proposal, in a format in accordance with the Commission Recommendation on a common European format for curriculum vitae. While all CV headings are optional, we expect that CVs contain, as a minimum, information about the work experience, qualifications and skills of the proposed key personnel.

6 Ref: C22_COP_031

This is to clarify that deliverables under the management work package (WP0) and the technical work package WP1 are expected to follow the ECMWF branded templates. Deliverables under the technical work package WP2 can be branded in accordance with the contracted auditor's branding policies.

7 Ref: C23_COP_031

ECMWF did not specify a contract value for this ITT as it expects to receive competitive tenders at market price.

8 Ref: C24_COP_031

Further to clarification ref: C5_COP_031 issued on 28 November 2017, it is up to the Tenderer to define “key staff” who are expected to work either as auditors or those managing or overseeing the contract.

9 Ref: C25_COP_031

According to section 5.9 of Volume II of the ITT documents, Tenderers should describe any management and implementation aspects for the proposed solution. With reference to “conflict resolution” Tenderers should describe how they would manage conflicts internally, with their subcontractors and/or network, in order to deliver the service specified in the ITT. Resolution of conflicts or disputes between the successful Tenderer (contractor) and ECMWF is governed by the Terms and Conditions at Volume III.

10 Ref: C26_COP_031

Volume III of the ITT documents contains the Terms and Conditions applicable to the contract resulting from this particular ITT. According to section 5.5 of Volume II of the ITT documents, Tenderers shall confirm their acceptance of the Terms and Conditions at Volume III. ECMWF will consider any specific issues raised by Tenderers as part of their response and may choose to agree to changes, provided that these are duly justified. Note that any proposed amendments to the ECMWF Terms and Conditions will be evaluated under the “General” section of the evaluation criteria.

11 Ref: C27_COP_031

According to clarification ref: C1_COP_031 issued on 28 November 2017, audits will be conducted in accordance with ISRS 4400. While an audit opinion that the accounts give a true and fair view in respect of the contract will not be required, the contracted auditor will have to perform sufficient tasks as deemed necessary in order to confirm the Value for Money, the quality and regularity of implementation and that the transactions are legal, in line with the contract and carried out correctly.