

Questions & Answers 1– Ref. No.: BSPM/09/CP/AG/24 for provision of Consultancy Services – DPS

17/12/2024

Question n°1	Due to the holiday period, we would like to kindly request an extension of the Initial deadline for submission: 23/01/2025. Could the ESM consider to provide an extension of 2 weeks, i.e. until 6 February 2025?
Answer n°1	The deadline of 23/01/25 included in the DPS is to ensure sufficient time to assess and sign new Framework Agreements on time as the current agreements expire on 30/04/25. However, it is important to note that the DPS will close on 30/04/2029 and you can submit your application any time until this deadline to be assessed in view of signing a Framework Agreement. If you cannot submit your application by 23/01/25, please submit as soon as possible. However, the ESM will not guarantee that if your company is successful, a Framework Agreement will commence on 01/05/25. The Framework Agreements signed after 01/05/25 will have a shorter duration and will expire on 30/04/2025.
Question n°2	After reviewing the terms of reference and the PQD document, together with all annexes on the eligibility, exclusion and selection, we understand that there are no evaluation criteria and only Annex 1 and the documents that are to be embedded in it need to be submitted by the applicants. Could you please confirm whether this is the case and that there is no requirement to submit a technical proposal subject to evaluation?
Answer n°2	Please refer to Section 2.10 of the DPS document. It is required to complete Annex 1, insert all required files (including signatures where necessary), and ensure all applicable sections are fully completed. Annex 1 will be assessed accordingly. No technical proposal is expected, only responses to the eligibility and selection criteria will be evaluated.
Question n°3	In the PQD, section 2.8 you are mentioning that limitations on any page/word limits are being specified. Could you please specify for which document/s does the word/page limit refers to?
Answer n°3	The only limitation is under the selection criteria on Relevant experience in Annex 1. When you describe the scope of each example, there is a 500-characters' limit.
Question n°4	Could you please also confirm that the contracts with relevant experience from the past 3 years must be described in Annex 1 only, and you do not expect to receive written and signed references as separate documents?

Answer n°4	Confirmed.
Question n°5	We are having issues populating Annex 1. There seems to be a security issue. Can you please help?
Answer n°5	It is possible that some candidates experience issues opening the macro-enabled Excel template provided for the RFP response due to macros being disabled by their organizations. To assist you in resolving this, please follow the step-by-step guide below to enable macros securely: Step 1: Check Excel Trust Center Settings 1. Open Excel. 2. Go to File > Options. 3. Select Trust Center from the left-hand menu. 4. Click Trust Center Settings.... Adjust Macro Settings 5. In the Trust Center window, select Macro Settings. 6. Choose one of these options based on your company policy: - o Enable VBA macros (not recommended; potentially dangerous code can run) (use only if allowed). - o Disable VBA macros with notification (this allows enabling macros manually when opening the file). 7. Click OK to save changes. Step 2: Add the File Location as a Trusted Source 1. In the Trust Center Settings, select Trusted Locations. 2. Click Add new location.... 3. Browse to the folder containing the RFP response file and select it. 4. Check Subfolders of this location are also trusted if relevant. 5. Click OK to confirm. Step 3: Check File Block Settings 1. In the Trust Center Settings, go to File Block Settings. 2. Ensure that file types relevant to the RFP response file are not blocked. Step 4: Contact IT Support (If Still Blocked) If macros remain disabled after following these steps, please contact your IT department, as group policy restrictions may be in place. Please let us know if you encounter any issues after completing these steps.