



CONTRACTING AUTHORITY's CLARIFICATION NOTE No. 1

(on Contract Notice)

Publication ref.: EUAM-26-08 "Security Guard Services for EUAM Ukraine"

	Questions	Answers
1	Minimum number of shortlisted candidates. Section 2.1.4 (General information) states that the minimum number of shortlisted candidates shall be four (4), whereas Section 5.1.9 states that the minimum number of candidates to be invited to the second stage is five (5) and the maximum eight (8). Could you please confirm which figure applies to the shortlisting of candidates for the second stage?	According to the Article 3.4.2 «Drawing up shortlists» of the Practical Guide on contract procedures for European Union external action (PRAG) the shortlist shall comprise between four and eight candidates.
2	Method of submission. Section 5.1.12 indicates that electronic submission is "not allowed", while the same section requires that Requests to Participate, together with the Declaration on Honour, be submitted by email to tenders@euam-ukraine.eu. Could you please confirm the definitive submission channel - i.e. whether submission by email is the required and sufficient method, or whether any additional means of submission is expected?	Requests to participate, together with the Declaration on Honour on Exclusion Criteria and Selection Criteria, must be submitted only by email to the following email address: tenders@euam-ukraine.eu .
3	Financial reference years. The turnover selection criterion (Section 5.1.9) refers to the years 2023, 2024 and 2025. In cases where a candidate's audited financial statements for 2025 are not yet finalized as at the submission deadline, could you please confirm whether draft/management accounts, or an equivalent statement certified by an auditor or accountant, will be accepted as evidence for that year?	In cases where a candidate's audited financial statements for 2025 are not yet finalized as at the submission deadline, please provide your latest estimates. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made. Any clarification or explanation which is judged necessary may also be provided by the candidate.
4	Staffing criterion (at least 20 staff). The selection criterion in Section 5.1.9 requires that at least 20 staff currently work for the candidate in fields related to the contract. By the nature of our business model, our organization staffs personnel on a project basis, deploying and scaling teams according to the requirements of each contract. As a result, our standing headcount outside of active projects does not, as a rule, reach 20 employees, although our staffing during project	The criterion requires that at least 20 staff currently work for the candidate in fields related to the contract at the time of submission of the request to participate. The staff may include both personnel employed or contracted on a permanent basis and/or personnel employed or contracted on a non-permanent basis, such as under fixed-term or project-based contracts.



	implementation is ordinarily above that figure and we have the demonstrated capacity to mobilize the personnel required for this contract. Could you please confirm how this criterion is assessed for candidates operating a project-based staffing model, and whether documented capacity to deploy at least 20 staff in relevant fields for the purposes of this contract satisfies the requirement?	However, the personnel must be directly employed or contracted by the candidate and currently working for the candidate at the time of submission. Therefore, the documented capacity to recruit or mobilise additional personnel in the future would not, in itself, be sufficient to meet this selection criterion.
5	Submission format and formalities. To ensure our submission is fully compliant, could you please confirm: (a) the accepted file format(s) for the Request to Participate and supporting documents; (b) any limit on the overall size of the submission (e.g. maximum email/attachment size); (c) whether signed scanned copies (PDF) of documents are accepted; and (d) whether a paper copy bearing original (wet-ink) signatures is also required, and if so, the applicable deadline and delivery address.	(a) the accepted file format(s) for the Request to Participate and supporting documents – PDF. (b) any limit on the overall size of the submission (e.g. maximum email/attachment size) – EUAM functional mailboxes have in general a size limit of 30 MB for a single message including its attachments. (c) whether signed scanned copies (PDF) of documents are accepted – YES. (d) whether a paper copy bearing original (wet-ink) signatures is also required, and if so, the applicable deadline and delivery address – NOT required.
6	<i>«References of capacity-providing entities»</i> With reference to the provisions of the Additional Information Document concerning reliance on the capacities of other entities, please clarify whether references held by a capacity-providing entity may be taken into account both for the purposes of Technical Criterion 3(a) and the comparative shortlisting criteria, provided that the entity commits to performing the corresponding services	References held by a capacity-providing entity may be taken into account for the purpose of demonstrating compliance with Technical Criterion 3(a), provided that the conditions for relying on the capacities of another entity are met, including the requirement that the capacity-providing entity perform the tasks for which its technical capacity is required. Where more than eight eligible candidates meet the selection criteria, references meeting Technical Criterion 3(a) will be taken into account for the comparative shortlisting of candidates in accordance with the additional comparative criteria described in the last three paragraphs of Section 16 of the “Additional information about the Contract Notice” document. In accordance



		with the “Additional Information about the Contract Notice” Document, the additional comparative criteria are the highest number of contracts meeting criterion 3(a) and, where necessary, the highest cumulated value of services rendered under projects meeting criterion 3(a). Accordingly, contracts performed by a capacity-providing entity may be taken into account for the comparative shortlisting criteria, provided that the entity’s technical capacity is relied upon by the candidate and the entity will perform the corresponding services. The relevant role and contribution of the capacity-providing entity must be clearly identified.
7	<i>«Level of performance by a technical capacity provider»</i> With reference to the same provisions of the Additional Information Document, please clarify the level of performance required from an entity whose technical capacity is relied upon. In particular, would a defined operational role covering mobilisation, guard-force or SRT training and assurance, incident escalation, and/or quality assurance satisfy the requirement for that entity to perform the corresponding services?	An entity whose technical capacity is relied upon must perform the tasks for which the relevant technical capacity is required, in accordance with the provisions of the Additional Information about the Contract Notice Document. The extent and nature of the capacity-providing entity’s role must be clearly described in the Request to Participate.
8	<i>«Status of the capacity-providing entity»</i> Please clarify whether, under the relevant provisions of the Additional Information Document, an entity undertaking such an operational role in support of the technical capacity relied upon must also be formally identified as a subcontractor.	An entity whose capacities are relied upon for the purpose of demonstrating compliance with the technical and professional selection criteria is not required to be formally identified as a subcontractor solely on that basis. However, such entity must perform the tasks for which the relevant capacities are required, in accordance with the provisions of the Additional Information about the Contract Notice Document. Where applicable, the role and contribution of the capacity-providing entity should be clearly identified in the Request to Participate.
9	<i>«Consortium member workshare»</i> With reference to the provisions of the Additional Information Document relating to consortium	A consortium member may contribute qualifying experience and/or technical capacity without being subject to a prescribed



	members and reliance on their experience/capacity, please clarify whether a consortium member may contribute qualifying experience and/or technical capacity without being subject to a prescribed minimum workshare.	minimum workshare. However, where an economic operator relies on the capacities of another entity with regard to technical and professional criteria, that entity must perform the tasks for which the relevant capacities are required.
10	<i>«Additional Information About the Contract Notice, Article 9 Number of candidates to be short-listed»</i> Please may EUAM Ukraine confirm whether the minimum number of shortlisted candidates is 4 (as mentioned in the Additional Information About the Contract Notice document) or 5 as mentioned in Article 5.1.9 Selection Criteria of the Contract Notice EUAM-26-08 Security Guard Services for EUAM Ukraine document	According to the Article 3.4.2 «Drawing up shortlists» of the Practical Guide on contract procedures for European Union external action (PRAG) the shortlist shall comprise between four and eight candidates.
11	<i>«Additional Information About the Contract Notice, Article 16 Selection Criteria»</i> Please may EUAM Ukraine confirm the scoring matrix or weighting system for each selection criteria at this Request to Participate stage?	There is no scoring matrix or weighting system applicable to the individual selection criteria at the Request to Participate stage. For a candidate to be shortlisted, he will have to meet all the selection criteria specified in Article 16 of the Additional Information about the Contract Notice, and if the number of such candidates exceeds 8, he must be amongst the eight candidates with the best technical capacity, established on the basis of the additional comparative criteria.
12	<i>«Additional Information About the Contract Notice, Article 17 Award Criteria»</i> Please may EUAM Ukraine confirm what is meant by ‘Best price-quality ratio’ at this Request to Participate stage or whether it only applies to Stage 2’s Invitation to Tender? Does price in this context refer to contract values of the Bidder?	The potential future FWC will be awarded on the basis of the most economically advantageous tender, established for the call for tenders, using the best price-quality ratio. Under this approach, the contracting authority will take into account the price and quality criteria linked to the subject matter of the contract and apply a weighting formula. The best price-quality ratio and the related assessment of price and quality criteria apply only to the Second Stage of the procedure (Full tenders of the shortlisted candidates) and do not apply at the Request to Participate stage. Therefore, no price or contract value is expected or will be assessed at the Request to Participate stage.



13	<i>«Additional Information About the Contract Notice, Article 19 How requests to participate may be submitted»</i> Please may EUAM Ukraine confirm whether Zip files or OneDrive links may accepted in the event of email size limits? Alternatively, would EUAM accept multiple emails with various Parts / Sections of Bidders' responses enclosed therein?	Zip files are acceptable (but not OneDrive or Google drive links) in the event of email size exceeding the 30MB limitation. EUAM functional mailboxes generally have a size limit of 30 MB for a single message, including attachments. EUAM also will accept multiple emails containing different Parts/Sections of the candidate's submission.
14	<i>«Additional Information About the Contract Notice, Article 19 How requests to participate may be submitted»</i> Please may EUAM Ukraine kindly confirm whether Bidders' submissions are required to be password protected	Candidates are not required to password-protect their submissions.

The present Clarification Note No.1 is an integral part of the Contract Notice and Additional information about the Contract Notice and is obligatory for taking into consideration by the candidates.

Head of Mission Support Department