

## CLARIFICATION No 1

### ***Organizing and ensuring administrative support for the meetings related to Romania-Republic of Serbia IPA CBC Programme and the SUERD***

Publication ref: < 3808 >

#### **1. Clarification needed**

##### **Document “A Instructions to Tenders” (page 2, point 5)**

Original: *“Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure.”*

##### Questions:

1.1. *The translation from the Romanian language to English language, for those documents originally issued in Romanian language, must be made by a specialised translation company or it will be sufficient our internal translation?*

##### Response:

**The translation can be performed by the Tenderer, as long as the translation for the purposes of interpretation of the tender is accurate.**

1.2. *The translated documents must be authenticated by a notary?*

##### Response:

**It is recommended that official documents, issued by the Tenderer, by an official body or a State authority, should be sworn translations.**

#### **2. Clarification needed**

##### **Subject: Key Experts**

In the document “A Instructions to Tenders” (page 4, point (3)) referring the key experts is mentioned: *“Their positions and responsibilities are defined in the Section 6 of the Terms of reference in Annex II of the draft contract and they are subject to evaluation according to the evaluation grid in Part C of this tender dossier”;*

In Section 6 of the “Terms of Reference (Annex II)” at point 6.1.1. (page 5) is written: *“6.1.1.Key Experts: N/A”;*

On the “Evaluation Grid Form” (part C3) at Key Experts column, concerning the score given, is written: *“na”;*

In the document “C2 Administrative Compliance Grid” there are 3 columns where the key experts are mentioned and are to be checked for, as far as we understood; And also, we have received documents concerning Key Experts as Annex IV “Key Experts”, as well as in the “D Service Tender Submission Form” , the “statement of exclusivity and availability”.

*Question: Are Key Experts requested and must be included in the tender for 3808\_ Organizing and ensuring administrative support for the meetings related to Romania – Republic of Serbia IP CBC Programme and the EUSDR”?*

**Response:**

**The documents “A Instructions to Tenders”, “C2 Administrative Compliance Grid” and “D Service Tender Submission Form” are standard formats according to the Practical Guide to contract procedures for EU external actions.**

**On the other hand, in the “Terms of Reference (Annex II)” and “Evaluation Grid Form” are explicitly mentioned the requirements of the Contracting Authority, therefore no Key Experts are requested.**

### **3. Clarification needed**

**Subject: Form of presentation of the budget**

In the document “A Instructions to Tenders” (page 5, point 4.2 Financial Offer) is written: “The global price must not be broken down in any way.”;

In the document “B5 Annex V Budget” is marked “Option 1: Please include a price breakdown based on the outputs/deliverables in the Terms of Reference. “;

In the document “B Draft Contract – Agreement and Special Conditions”, under the point 7.2. (page 2) is specified: “Option 2: Global price contract”.

*Question: As part of the Financial Offer, the Budget must be presented at a global price or must be broken down?*

**Response:**

**The B5 Annex V Budget must be completed in accordance with Option 1 : “Please include a price breakdown based on the outputs/deliverables in the Terms of Reference.”, that follows the provisions of the Practical Guide to contract procedures for EU external actions.**

### **4. Clarification needed**

**Subject: documentary proof or statements to be provided for the exclusion situations listed in section 2.3.3. of the Practical Guide**

In the document “D Tender Submission Form” at point 4 (page 2), Statement, is written: “Documentary proof or statements required under the law of the country where we are established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in section 2.3.3 of the Practical Guide to contract procedures for EU external actions. “

This “D Tender Submission Form” includes also “Format of the declaration referred to in point 3 of the tender submission form” that comprises the statement concerning the situations listed in section 2.3.3. of Practical Guide.

Questions:

*4.1. Are there necessary other documents related to these situations other than these statements or the statements are sufficient?*

**Response:**

**The Tenderer must provide a declaration that the applicant do not fall into any of the exclusion criteria in accordance with the format of the declaration referred to in point 3 of the tender submission form.**

*4.2. If some other official documents are needed, please specify us for every each point of 2.3.3 section of the Practical Guide which are the documents that must be provided.*

**Response:**

**The documentary evidence is requested by the selected tenderer in the notification of the award. The sworn statement is legally accepted instead of the documents issued by the judicial or administrative authorities only in case where the country does not issue such legal documentary proof. A sworn statement has to be done in accordance with the provisions under the national law. Whenever the tenderer, due to its nature, cannot fall into any category for exclusion, a simple declaration explaining his situation will suffice. Information on the certificates that the Member States have reported, regarding which types of proof documents are issued/acceptable in each of the Member States, is available on the following website of Directorate-General for Internal Market: Certificates issued on the eligibility of tenderers and official lists of economic operators:**

**[http://ec.europa.eu/internal\\_market/publicprocurement/e-procurement/e-certis/index\\_en.htm](http://ec.europa.eu/internal_market/publicprocurement/e-procurement/e-certis/index_en.htm)**

**Please note that this list is indicative, and supplementary documentation could be requested by the Contracting Authority.**

## 5. Clarification needed

**Subject: Organisation of one themed exhibition, within EUSDR Annual Forum – EUSDR at work. Let's step up a gear!**

In the document "B2 Terms of Reference", at point 4.2, activity 3 (page 4) is written: "*a) Provision of exhibition facilities for the presentation of projects.*"

### Questions :

5.1. *The tenderer must present a concept for the themed exhibition or only the exhibition facilities are needed?*

#### **Response:**

**Only exhibition facilities are needed and exhibition furniture. The tenderer does not need to present a concept for the themed exhibition but only some proposals for the arrangement of the exhibition area.**

5.2. *In case the tenderer must assure only the exhibition facilities, please specify what type of facilities do you refer to and what type of projects are to be presented (their material form).*

#### **Response:**

##### **Type of facilities to be assured by the Tenderer:**

- 1. organization of exhibition area: arrangement of exhibition stands and other exhibition elements (e.g audio-visual equipment).**
- 2. the furniture for the exhibition: tables, chairs and/or armchairs, support for leaflets presentation (e.g shelves).**

5.3. *In case the tenderer must present a concept for the themed exhibition, including assuring the necessary facilities, please specify if a brief concept will be provided by Contracting Authority.*

#### **Reponse:**

**The tenderer does not need to present a concept for the themed exhibition but only some proposals for the arrangement of the exhibition area.**

Endorsed:

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Public Procurement