



Administration – FRA, A-1040 Vienna,
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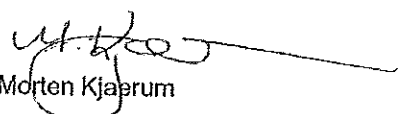
Vienna, 24/09/2010
Reg.

Subject: F/SE/10/03- Data collection and research services on fundamental rights issues
Contract notice: 2010/S 134-205087 of 14/07/2010, as amended
Ref.: Additional Information regarding the specifications of the tender.

Dear Sir / Madam,

We received questions of general interest from the tenderers. Please find herewith the answers to these questions.

Yours faithfully,


Morten Kjaerum

Director

QUESTIONS & ANSWERS (VII)

Data collection and research services on fundamental rights issues
Open Call for tender No F/SE/10/03 (OJ/S 134- 2010/S 134-205087, 14/07/2010)

Question 115:

Could you confirm that the documentary proof needed for companies which wish to be a part of a Consortium as Sub-contractors is only Annex C.1.4, LEGAL ENTITY FORM and not any Letter of Intent?

Answer 115:

If subcontracting (in total) does not exceed 20% of the contract then subcontractors need to provide only Annex C.1.4.

Question 116:

Could you confirm that the Tenderer has to provide copies of Degrees or Diplomas and Employer's Certificates for the Experts responsible for providing the Services?

Answer 116:

According to paragraph 18.2.2 Technical and professional capacity the evidence of the educational and professional qualifications of the service provider or contractor and in particular, those of the person or persons responsible for providing the services or carrying out the works should be in adherence to the profiles described in the Annex A.1 – Technical Specifications (Annex C.6.1 of the SSF).

Detailed CVs of the persons responsible for providing the services must be provided, in EUROPASS format.

The detailed CVs do suffice and there is no need for the tenderer to submit any supporting document (degrees or diplomas).

Question 117:

Could you clarify whether the letter of intent required by freelancers (page 21 of the Tender Specifications, Section "Important Remark concerns freelancers") concerns only the external associates or maybe it also applies to the in-house staff of the Consortium Members which are proposed as Members of the Team of Experts?

Answer 117:

The letter of intent is required for all freelancers (see also paragraph 16 of Annex A – Tender Specifications), but not in-house staff of the Consortium Members.

Question 118:

Do we have to use any specific template for the Letter of Intent of Freelancers or shall we use our own template similar to other EC tenders (such as the Statement of Availability and Exclusivity)?

Answer 118:

You may use your own template.

Question 119:

Is there any differentiation between freelancers (as subcontractors) and freelancers (as individual experts)? This is not clarified in the tender dossier since the freelancer is considered solely as subcontractor.

Answer 119:

Individual experts can be freelancers. Please see page 21 of Annex A – Tender Specifications and paragraph 16 of Annex A – Tender Specification: One-person-companies (or freelancers) may be authorized as subcontractor and added to the list of subcontractors at any time during the execution of the contract.

Question 120:

In case of an offer with one university as a partner and a number of experts from other universities meant to work individually under the supervision of the lead partner, what is the appropriate status for these individual experts.

Answer 120:

The appropriate status would be freelancers.

Question 121:

What supporting documents besides CVs should be attached for each of these individual experts?

Answer 121:

Please see answer 116 and 117.

Question 122:

Is it sufficient to attach a list of these individual experts and a letter of intent from each of them?

Answer 122:

The answer to your question is yes.

Question 123:

Is there a conflict of interest between an organization, on one behalf, and the European Union Agency for Fundamental Rights, on the other, if a physical person is a member of the Management Board both in the said organization and the European Union Agency for Fundamental Rights.

Answer 123:

Please see the Rules of Procedure of the Fundamental Rights Agency, Article 14 Code of Conduct (http://www.fra.europa.eu/fraWebsite/about_fra/key_documents/key_documents_en.htm) and Article 35 (2) of the Financial Rules and Article 27 (Definition of a conflict of interest) of the Implementing Rules (http://www.fra.europa.eu/fraWebsite/about_fra/key_documents/key_documents_en.htm).