



Administration – FRA, A-1040 Vienna,
Schwarzenbergplatz 11

Vienna, 23/09/10
Reg. 1500

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

Q+A 6

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 (VI)

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 107:

The legal entity form requires that we attach to it evidence showing the address of the head office. There is no such official evidence in our country. The registered office certificate issued by the Registrar of Companies shows our registered office (which is the office of our lawyers, not our own offices). Our own office address does not appear in any official document. Please advise what we should do in this case.

Answer 107:

In addition to the official documents you should provide an explanation regarding this issue.

Question 108:

Is it possible that the contracts are signed by a person other than the project manager? For practical reasons, we would like to assign this task to the senior expert.

Answer 108:

To whom you allocate the power of attorney to act on behalf of your company/organization is entirely up to you.

Question 109:

Regarding the requirement for the legal expert to have at least two 'scientific publications': would the country reports for the European Network of Legal Experts in the Non-discrimination field (www.non-discrimination.net <<http://www.non-discrimination.net/>>) suffice as scientific publication? The country reports are not published in hard copy but they are uploaded on the Commission's website and also on a special website created by the Network for this purpose (<http://legalnet.humanconsultancy.eu/content/media/2008-CY-Country%20Report%20final.pdf>)

Answer 109:

The country reports for the European Network of Legal Experts in the Non-discrimination field count as scientific publications.

Question 110:

Which authority or body must issue the 'statement of overall turnover' required under section 18.2.1.(b) of the Tender Specifications? Should it be from the tenderer's accountants? Who must sign it? (the bank? the tenderer? the tenderer's accountant?)

Answer 110:

The statement of the overall turnover should be signed either by the tenderer or the tenderer's accountant.

Question 111:

Is it acceptable that the Exclusion Criteria Form (Annex C.2.1 of the SSF) and the Solemn Declaration Form (Annex C.2.2. of the SSF) are signed by the tenderer's representative in the presence of a notary public (i.e. a private certifying officer authorised by the state to certify documents and signatures) who will then testify on the same document that the signature is indeed that of the signatory?

Answer 111:

At the stage of submission of tenders it is sufficient that the Exclusion Criteria Form (Annex C.2.1 of the SSF) and the Solemn Declaration Form (Annex C.2.2. of the SSF) are signed by the tenderer. However, the tenderer to whom the contract is to be awarded shall provide, within fifteen (15) calendar days and preceding the signature of the contract, evidence related to paragraph 18.1.1. Please see paragraph 18.1 of Annex A – Tender Specifications.

Question 112:

Do we have to submit all supporting documents (copies of publications, statutes and other corporate documents, Europasses etc) in triplicate or just the technical and financial offer?

Answer 112:

The answer to your question is yes. Please see also the invitation to tender.

Question 113:

In the SSF, the Agreement/Power of Attorney Model A requires (in paragraph 4) that we give details of the bank account to which payments will be made. However, in the event that the contract is awarded to us, we would like to open a special bank account for it, so that it is not mixed with our other projects. Please advise if it is possible to supply details of such bank account later, if and when the contract is awarded to us.

Answer 113:

Please provide a complete tender dossier with all requested documents. Following the award decision all successful and unsuccessful tenderers will be informed in writing about the outcome. As the contracts with the successful tenderers will not be signed before documentary evidence regarding the exclusion criteria has been provided (see answer 111) you will have enough time to inform us about any changes regarding the bank account.

Question 114:

Should the CVs and publications, statements of banks, balance sheets and list of principle services be copied three times and included to technical offer?
Or should it be copied once and enclosed to cover letter?

Answer 114:

Tenders should be submitted in triplicate.
However, the examples of team member's publications and samples of tenderer reports in fundamental rights areas can be provided in hard copy and/or in electronic format (e.g. cd-rom).