

Vienna, 28/10/2011

Reg.

№ 00106

Subject: Additional information regarding the specifications of the tender.

Reference: F/SE/11/05 – Monitoring and evaluation of the performance of the EU Agency for Fundamental Rights

Contract notice: 2011/S 189-308053 of 01/10/2011

Dear Sir / Madam,

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

Yours faithfully,



Morten Kjærum

Director

QUESTIONS & ANSWERS (I)

Monitoring and evaluation of the performance of the EU Agency for Fundamental Rights

Open Call for tender No F/SE/11/T05 (OJ/S 2011/S 189-308053)

Question 1:

(Regarding paragraph 17.2.2. p 11 of the specifications): We understand that educational and professional capacity has to be proven by Europass CVs + Diplomas + Employers certificates. Form D1 selection grid has to be filled in as well. Could you give guidelines to fill in this form? What do the "yes" and "no" and "specify" boxes correspond to? Finally, should this form be signed by the person for whom it is filled in or should it be signed by the authorised signatory of the company?

Answer 1

The form D1 in Annex C has to be filled in, according to the qualifications mentioned in the section 6 of the Annex A.1, technical specifications.

You should fill in under "position" the proposed team member (for example: *project coordinator*), and then insert the minimum requirements required:

- University degree: If the member meets a minimum criterion, then you tick off "yes", otherwise you tick off "no". Where the member meets a minimum criterion, then he/she should specify.
- ...

This has to be done for all members of the team.

This form has to be signed by the person it relates to.

Question 2:

(Regarding paragraph 17.2.2. p 11 of the specifications): do we understand correctly when saying that Form D.2. has to be signed and stamped by the tenderer/us PLUS we have to provide a certificate of satisfactory completion issued by the client, or should form D2 be signed by the client as a certificate?

Answer 2

The form D2 has to be signed by the tenderer itself (authorised signature on behalf of the tenderer). Furthermore, you have to provide certificates of satisfactory performance and completion of the services or supplies, signed by your clients.

Question 3:

Would you mind explaining us how to fill in the selection grid provided with the invitation to tender?

Answer 3

See answer 1

Question 4:

Could you confirm me the deadline for submission: 07.11.2011 or 14.11.2011?

Answer 4:

The deadline for submission of offers is 14.11.2011.

Question 5:

Could you indicate me if CVs must be in envelope "Administrative documents" or "Technical Offer"?

Answer 5:

The CVs have to be in the administrative documentation.