

**Clarifications during tendering**  
**F-SE-16-T15**  
**Graphic design and production of Communication and Awareness Raising**  
**Materials**  
**Questions and Answers II**

Vienna, the 20/02/2017  
Ref: 2017-outgoing- 230


**Reference:** Open call for tender F-SE-16-T15 Graphic design and production of communication and awareness raising materials

**Subject:** Clarifications during tendering

Dear Sir/Madam,

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

Yours sincerely,

  
Michael O'Flaherty  
Director

## **Clarifications during tendering**

### **F-SE-16-T15**

#### **Graphic design and production of Communication and Awareness Raising Materials**

#### **Questions and Answers II**

##### **Question 1:**

In the document „f-se-16-t15annexc\_-standard\_submission\_form“ you state in FORM D.2 – List of principal services provided / supplies delivered:

The tenderers must accompany the list of principal services or supplies by certificates of satisfactory performance and completion of the services or supplies.

Our question:

Has the "certificate of satisfactory performance and completion of the services or supplies" to be signed by the client, who gave the order or is it meant to be a self-declaration of the tenderer?

##### **Answer 1:**

At the time of submitting their tenders, tenderers only need to complete Form D.2 with examples of services or supplies performed meeting the requirements of sections 19.2.2 b) for Lot 1 and (a) for Lot 2 of Annex A – Tender Specifications.

Certificates of satisfactory performance and completion of the services or supplies, signed by the clients, might be requested from the successful tenderer before contract signature, as stated in section VII of Form B.1 of Annex C – Standard Submission Form.

##### **Question 2:**

As part of the scenario for lot 1, we must include a project plan with milestones, a timeline etc. Can this project plan be annexed (in a Gantt format for example) or must it be part of the two pages?

##### **Answer 2:**

Tenderers can submit the project plan, clearly indicating the milestones, as a separate document annexed to the two pages technical proposal.

##### **Question 3:**

For lot1, can we add more CVs or 2 is the maximum?

##### **Answer 3:**

Tenderers need to submit at least one (1) CV for each of the two (2) positions requested, meeting the qualifications and professional experience requirements indicated in section 19.2.2 of Annex A – Tender Specifications. Tenderers are free to submit as many CVs per position as they consider necessary to meet the above requirements.