

**Clarifications during tendering**  
**D-SE-16-T03**  
**2<sup>ND</sup> Independent External Evaluation of the European Agency for**  
**Fundamental Rights**  
**Questions and Answers II**

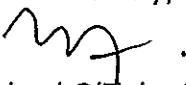
Vienna, the 08/09/2016  
Ref: 2016-outgoing-001234

**Reference:** Open call for tender D-SE-16-T03 2<sup>ND</sup> Independent External Evaluation of the European Agency for Fundamental Rights  
**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

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**Questions and Answers I**

**Question 1:**

We understand that the financial offer needs to be submitted with FORM F, however, can you please clarify what is meant for ITEM? Is this refereed to the phase? deliverable? consultant?

**Answer 1:**

As mentioned in Annex section 20.3.2 of Annex A – Tender Specifications and in the footnote of Form F.1 of Annex C- Standard Submission Form, tenderers have to provide a global price covering all costs and expenses, directly and indirectly connected with the services to be provided under the contract, including overheads, travel and subsistence allowances.

**Question 2:**

Page 9 of Annex A.1 states that "the contractor is encouraged to break down the following questions into sub-questions as well as to suggest additional or different questions with the aim of improving the focus of this evaluation". As tenderer, we would like to know whether it is expected that the reformulation of the EQs is to be included in the technical proposal.

**Answer 2:**

As it is stated in the technical specifications "the contractor is encouraged to break down the following questions into sub-questions as well as to suggest additional or different questions with the aim of improving the focus of this evaluation". In this regard it is important to know from the tenderer, in its technical proposal, the approach and the criteria that will be used in the evaluation exercise and how, based on that, questions and sub-questions will be determined in accordance with and in addition to the sample provided in the technical specifications.

**Question 3:**

Page 25 of Annex C, states that the project references needs to be accompanied by certificates of satisfactory performance. Can you please clarify whether we can submit the "contract" of previous assignment instead of the certificate of performance? This is because some of the clients do not normally provide such certificates and we might not be able to receive the requested document within the deadline.

**Answer 3:**

In case certificates of performance of the services are not available at the time of submitting the tender, tenderers can prove the performance of the services by any other available means, like copies of the contracts, invoices corresponding to final payments, certificates of acceptance of the tasks completed or deliverables provided, etc. The

contracting authority reserves the right to request such certificates before the signature of the contract.

**Question 4:**

Among the technical criteria for the evaluation of the tenders, page 9 of Annex 1- Tender Specification, we understand that the "project management plan" will be specifically assessed. Can you please clarify what it is expected under this criteria? Can you please confirm that the "project management plan" refers to the overall organizational set-up and management of the overall team in liaison with the client, stakeholders and internal staff?

**Answer 4:**

In the Annex A - Tender Specifications, under the Section 20.2 Technical evaluation, Technical Award criterion 2 "Efficiency of the project management plan and quality of the work programme", the sub-criterion 2.1 "Project management plan" requires the description of all relevant aspects and tasks of the project while the sub-criterion 2.2 "Proposed work programme" is related to the detailed project time plan to accomplish the foreseen tasks.