

1) In the tender specifications under article 2.6. "Price" of the Tender Specifications, we are told that taxes such as VAT cannot form a part of the offer price.

a. Question:

Is the total budget limit of EUR 300,000 stated in the tender specifications including or and other such taxes?

Answer:

In accordance with section 2.6 of the tendering documents stating that *'Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union , the Union is exempt from all taxes and dues, including Value Added Tax (VAT), and accordingly these charges may not form part of the price of the tender'*, the maximum budget available is to be understood excluding VAT.

b. Question:

Are we required to show the VAT amounts for each budget item separately or will the VAT for the total budget, as a lump sum, suffice?

Answer:

VAT amount may be shown for the total budget, as a lump sum.

2) Professional capacity

a. Question:

Are we required to provide proof of the payment of direct company taxes only or also proof of VAT payments?

Answer:

The requested document concerns proof of the payment of company taxes.

3) Annexes

a. Question:

Must the annexes 2, 3 and 4 be submitted on the letter head paper of each of the tenderer or may we use the format as it is provided?

Answer:

It is recommended to use letter head paper.

b. Question:

Must annex 2 be completed by all tendering parties in the event of a joint tender?

Answer:

Annex 2 must be fill in by the lead tenderer.

- c. Question:
In the event of a joint tender must all tendering parties submit their own signed copy of annex 3 or will one copy signed by the leader suffice?

Answer:

A single financial offer must be presented by the lead tenderer

- d. Question

Annex 4: It is not clear from the check list (annex 2 point 2.1.1) if regarding the declaration on exclusion criteria and conflict of interest, we required to submit for each tenderer only annex 4 or if we should provide separate declarations for exclusion criteria and conflict of interest on our own company letter head paper?

Answer:

Each member of the consortium must provide a signed declaration on exclusion criteria and conflict of interest.

4) In article II.2.5. of the sample service contract (annex 1), it is stipulated that the contractor may be required to take out insurance against risks.

- a. Question:

Is there a minimum level of insurance or specific areas requiring insurance coverage established by your agency?

Answer:

No.

- b. Question:

May the insurance coverage be part of the price proposal?

Answer:

It is up to the tenderer to draw up the financial offer it deems achieving the best value for money.

5) Exclusion criteria

- a. Question:

Are we required at this stage (bid) to provide formal documents for each tenderer, such as non-bankruptcy certificate and copy of judicial record, to prove that none of the tenderers is in any situation described in the exclusion criteria (article 4.1. "exclusion criteria" of the Tender Specifications a,b,c,d,e,f,g)?

Answer:

In accordance with section 4.1 of the tendering specifications, at this stage, only a signed declaration is requested

Please note that the same article provides that *'The tenderer to whom the contract is to be awarded must provide, within the time limit stipulated by the contracting authority and preceding the*

signature of the contract, the evidence confirming the declaration referred to in the first paragraph'. This applies to all members of the consortium.

- b. If the answer to the above question is yes, do we need to provide these documents also for public institutions such as universities?
- c. If the answer to question (a) is yes, do we need to provide these documents also for non-profit organizations which are headquartered in countries where the legislation does not foresee such certificates (i.e. an NPO in Belgium cannot be declared bankrupt)?

6) Questions regarding status of independent researchers:

- a. Question:
When independent researchers are recruited for the purposes of carrying out the scientific / research aspects of the services required by the study in object and these are thus not full time employees of one of the tenderers (joint tender) should such researchers be classified as subcontractors?
Answer:
Yes.

- b. Question:
In the event that one of the tenderers in a joint tender is a network, are the researchers sourced from the member organizations of the network considered full time employees of the network or are they to be classified as subcontractors like in question "a" above?
Answer:
Yes.