



EUROPEAN UNION
DELEGATION TO THE RUSSIAN FEDERATION

Moscow, 13 JUL 2016

Clarification N 2

to Tender EEAS-486-DELRUSM-SER-DIR

EU STUDY WEEKS IN RUSSIA 2016-2020

Prospective tenderers have submitted to the EU Delegation to Russia requests for clarification. Please find below their questions and answers given by the Delegation.

| | Question of the potential tenderer | Answer |
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| 1. | Do we have to convert from Roubles into Euros all the figures that we are presenting in our financial documents like turnover, for example? If yes, what exchange rate are we supposed to use? | In the table given in point 5.3.2, presenting your annual turnover, all the figures should be in EUR. To convert the turnover of each presented year into Euro please take the InfoEuro rate of December of the year in question (Dec 2013, Dec 2014, Dec 2015). The InforEuro rate please find on: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm |
| 2. | With reference to point 5.3.3 c), we would like to clarify whether 2 reference letters should be provided for each of the three key experts of the contract (Team Leader, Project Manager and Moderator). Should this be the case, we would like to have an idea from whom you are expecting these letters to come from. The team members that we have identified are senior experts, with extensive experience, therefore we are unsure about who should be providing them with a reference. | Yes. Two reference letters should be provided for each of the key team members. The reference letters should be given by the immediate supervisor, or a contracting company to whom the expert rendered services. |
| 3. | Also, the specifications mention that key experts "shall match the requirements laid down in point 6". However, in Point 6 ("Technical Specifications") there are no requirements. Could you please clarify that? | At this stage the information in point 6 Technical specifications is closed and will be given only to shortlisted candidates. At this stage requirement for the key experts are listed in point 5.3.3 of the Tender specifications. |

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| 4. | <p>Finally, point 8 section 3 of the tender specifications states that the request to participate must contain 'all the documents requested for the access to public procurement (point 5.1). However, point 5.3.1 states that 'No specific legal and regulatory capacity and evidence is required from the economic operators for this call for tenders'. Could you please clarify whether any supporting evidence shall be included in the request to participate (e.g. copy of the registration in trade register, etc)?</p> | <p>At this stage of the procedure you should duly fill in the Declaration on honour. Please pay attention that point VII (5)(a) of the Declaration refers to point 5.1 of the tender specifications.</p> <p>As indicated in point 5.1: "Economic operators, including each member of a joint tender, must confirm that they have their headquarters or domicile in one of the abovementioned states and present the supporting evidence normally acceptable under their own law."</p> <p>So – the copy from the trade register would satisfy.</p> <p>No further specific legal and regulatory capacity evidence is required at this stage.</p> |
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Please, be informed that the relevant (corrected) form of the Declaration on honour was published on our website.

http://www.eeas.europa.eu/delegations/russia/grants_tenders/tenders/index_en.htm

To ensure equal treatment of all tenderers, this clarification is available for unrestricted and direct access on the website of the EU Delegation to Russia.

It is the tenderers' responsibility to check for updates and modifications during the tendering period.



Soren Liborius
Head of Press and Information