

**PROCUREMENT REFERENCE NUMBER 7-15.2-2020-EFITAP**

**Accountability Framework Initiative**

**QUESTIONS AND ANSWERS**

### **Question 1**

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Technical proposal: We understand that there is no specific template for the technical proposal and that we just need to ensure the technical proposal pdf document fulfills the requirements under section 2.2 of the Tender Specifications document, is this correct?

### **Answer for question 1**

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Yes it's correct.

### **Question 2**

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Experts: Do the "experts" identified in the technical proposal include subcontractors as well? Or only RA team members (as we will apply as a single Tenderer)? And do the experts listed need to include everyone who might contribute to the project, or can we just list the Team Lead and one Expert with the understanding that they are the ones responsible for delivery?

### **Answer for question 2**

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Tenderer, sub contractor or consortium partner experts need to be nominated in the technical proposal, including their CVs.

In the financial proposal the provider needs to name the experts who charge costs.

### **Question 3**

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CVs: Will the identified experts need to complete the CV in the Europass system, or just submit a CV with the same information required in the Europass template? From what we can see on the site, it is not possible to just get a template, but rather have to complete the CV online to generate a "Europass CV". Could you kindly clarify this?

### **Answer for question 3**

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Please complete CV online to generate Europass CV or submit CV with same info required.

### **Question 4**

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Subcontractors: Will we need to provide further information about the subcontractors, other than what is asked for in the cover letter?

### **Answer for question 4**

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No.

### **Question 5**

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Work plan budget: the financial proposal template has only one budget line for the work plan budget with a total amount of 70,000 EUR. Can we add lines under section C of the financial proposal template? Or should we provide further details on how these 70,000 EUR would be allocated in a separate annex?

### **Answer for question 5**

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“For implementation of the assignment a work plan budget of EUR 70,000 is made available by EFI, which is directly managed by the contractor”. Details concerning workplan budget are only decided together with EFI in the workplan in process after the contract is signed. It is meant for travel cost including per diem but not allowed to use it for fees.

### **Question 6**

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Overheads/administrative costs: are we allowed to include a percentage of overhead costs under the work plan budget or in another section of the budget? If yes, where should these go and what is the allowed percentage?

### **Answer for question 6**

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Overheads are not allowed but worktime of administrative staff can be inserted under fee section (A).

### **Question 7**

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Final report deadline: the Tender Specifications indicate that the final report should be submitted by July 2021. If the project lasts 9 months, ending on 31<sup>st</sup> July 2021 – would it be possible to postpone the reporting deadline until 31<sup>st</sup> August, 2021?

### **Answer for question 7**

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Extension to final report submission can be discussed during contract implementation phase.

### **Question 8**

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Annex 2 -Identification form: On page 2 it says that “supporting documentation for information provided in field 1, 3, 4 and 7 shall be submitted with the identification form” – is there any further guidance on which specific documents need to be submitted as supporting documentation?

### **Answer for question 8**

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Documents to be provided shall simply state official name, official legal form, registration number of the company, name of the representative authorized to sign on behalf of the organization.

### **Question 9**

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Annex 3 – Declaration Tenderer: The Declaration form asks that the Tenderer signs for the subcontractors as well – would it be possible to remove “and any proposed subcontractor (including their legal representatives)”, as reflected in the attached document?

### **Answer for question 9**

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The form cannot be altered.

### **Question 10**

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Are these 70,000 EUR exclusively allocated to the ‘work plan budget’ (section C)? Or if we planned to spend for example only 50,000 EUR in travel and operational costs, would it be possible to use the remaining 20,000 to cover costs under sections A and B of the budget?

### **Answer for question 10**

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Please see answer to question n.5.

### **Question 11**

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We are planning to work with two implementing partners which will receive sub-grants. Would each sub-grant need to be reflected in a single budget line as a lump sum, or would we need to break the sub-grant amount into the appropriate budget lines under sections A, B and C?

### **Answer for question 11**

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One can submit tender in consortium or use subcontracts. Lump sum are not allowed.

### **Question 12**

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Could the 70,000 EUR be distributed across the sub-grants or would the tenderer (RA) need to spend the work plan budget directly?

### **Answer for question 12**

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The Tenderer is in charge of reporting the costs according to the budget of the contract. Costs can be incurred by the Tenderer, the sub contractor or the consortium partner.