



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius,
EIGE/VL/vz D/2014

Tender: EIGE/2014/OPER/01
External Evaluation of the European Institute for Gender Equality

Subject: Answers to requests for clarifications regarding the Tender

Dear Sir/ Madam,

From a potential tenderer we received questions that might be of general interest. Please find herewith the answers to these questions.

Sincerely yours,

Procurement
EIGE

EIGE/2014/OPER/01. Questions & Answers Nr 2

Question 1:

Regarding the administrative information requested, our company has submitted legal entity and financial identification forms to the European Commission recently. Do we need to submit these documents again? If yes, could we send copies (not originals) of the documents we have already submitted?

Answer 1:

The provision

“**EIGE** may waive the obligation of a tenderer to submit the documentary evidence if such evidence has already been submitted **to it** for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided **to EIGE** in a previous procurement procedure and confirm that no changes in his situation have occurred. The tenderer shall indicate in its tender all the references necessary to allow the EIGE services to check this evidence”

refers to :

- evidences of economic & financial and technical & professional capacities which
- were submitted earlier under procurement procedures conducted by EIGE.

If no documentary evidence has been sent to EIGE before this procurement procedure, the requested documents must be submitted within this tender.

Question 2:

Regarding other documents that need to be signed by an authorised representative and/or by sub-contractors, do you accept scanned versions of manually signed documents?

Answer 2:

Documents which the Tender specifications request to be originals shall be submitted in original, e.g.:

“The tenderer Identification form is to be provided in original, signed by a representative of the Tenderer authorised to sign contracts with the third parties.”

"The legal entity form is to be provided in original signed by a representative of the Tenderer authorised to sign contracts with the third parties."

"The original bank identification form must be filled in and signed by an authorised representative of the Tenderer and his/her bank."

"Tenderers (including consortium members in case of a joint offer) or their representatives shall provide an original Declaration on honour, duly signed and dated"

"This financial statement should be presented in original and certified by means of a signature of the chief accounting officer of the tendering organisation."

"In case of submission of a joint offer, the Tenderers are asked to provide an original of filled in and duly signed one of the attached Powers of attorney"

Etc.

Where there is no specification that documents shall be originals, scanned versions are accepted.

Question 3:

The Tender Specifications state that "in case a sub-contractor receives less than 30% of the contract and the contractor does not rely on his economic and financial capacity, that sub-contractor is not obliged to provide the economic and financial capacity form" (page 34). What happens if the sub-contractor receives over 30% of the contract but the contractor does not need to rely on the sub-contractor's economic and financial capacity? Should the sub-contractor still needs to provide the economic and financial capacity form?

Answer 3:

In case of a sub-contracting to *the same* subcontractor more than 30% of the contract, this subcontractor is invited to provide the economic and financial capacity form.