

**OPEN INVITATION TO TENDER****AO/DSI/JB/Changing_Role_of_Vet/009/15*****The changing nature and role of vocational education and training in
Europe*****Request for Clarification (1) – Questions & Answers**

Question No 1

Should the Key Experts (Project Team Members and Country Experts), who are not the employees of Tenderer's institution, be treated as Subcontractors? Assuming that: they fulfil the requirements, they will cooperate with Contractor as individual experts (individual, natural persons not as the representatives of any institution or company) and they will be personally paid for their services from the project budget. Additionally, should the offer define the legal type of cooperation that the Tenderer is going to establish with those Key Experts in case of contract award?

Cedefop's answer to question No 1

In point 3.2 of the tender dossier, last paragraph, the following is stated: “An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with them. He must in that case prove to the contracting authority that he will have at his disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place their resources at his disposal. This obligation may be fulfilled by presenting signed statements from those entities. Please note that natural persons (individuals, freelancers) are also considered ‘entities’ for this purpose.”

Thus, natural persons are not considered as subcontractors but as “entities that an economic operator can rely on” and the tenderer must submit signed statements from those entities that they will be at the tenderer's disposal for the execution of the specific contract.

Question No 2

How do you understand “a read access secured CD or USB”? Does it mean that it should be saved as PDF file in un-editable, read only version without possibility to copy its content? Or maybe file/CD or USB protected by a password?

Cedefop's answer to question No 2

The main requirement is that the file should be un-editable, read-only, and must be submitted in a way which makes it impossible for anybody else to change it.

Question No 3

I would like to submit a request for clarification concerning one of the supporting documents.

The question relates to the 'Power of attorney (model 1)' document included in Annex I, which I understand has to be signed by all partners involved in a joint bid. Given that the members of our consortium are located in different parts of Europe, and given that the administrative procedures for obtaining the signatures of their legal representatives may be time-consuming in some cases, it could be difficult to circulate the document among the partners fast enough to obtain all the signatures on one and the same page in time.

I therefore would like to enquire whether Cedefop strictly requires a document with all original signatures on one and the same sheet of paper, or whether an alternative solution (such as placing each partner's signature on an individual page or providing a printout of a scanned version) would be permitted as well. Thank you very much in advance for your advice.

Cedefop's answer to question No 3

The consortium leader's signature must be original on the power of attorney. As regards the signatures of the remaining consortium members they must appear on the same document but the signatures can be scanned by e-mail or by fax.