

Thessaloniki, 17/06/2009  
RS/PRO/2009/515

## **OPEN INVITATION TO TENDER**

**AO/ECVL/ILEMO-PTH/Europass-ECVET-EQF/007/09**

**“Europass, ECVET and EQF  
for documentation, validation and certification of learning outcomes”**

### **REQUEST FOR CLARIFICATIONS (1) – QUESTIONS AND ANSWERS**

One potential tenderer has requested the following clarification:

#### **Question No. 1**

Point 4 of this Open Invitation to Tender requires that the cover letter be accompanied by "an official document (statutes, power of attorney, notary statement, etc)", to prove the entitlement of the tenderer's signatory. Such documents are not normal in UK company law, and therefore not easily available. Can you please advise what type of document would be suitable? Would an official tax document be acceptable?

#### **Cedefop's clarification to Question No. 1**

Cedefop would regard as sufficient the submission of a copy of any official document, compliant with the respective national law, which could prove the entitlement of the person(s) who signed the tender on behalf of the tenderer. Besides the examples indicated in point 4 of the Open Invitation to Tender, such document could be a copy of Official / State Gazette, Company Register, Authorisation, Sworn Declaration, etc. An official tax document that identifies the person responsible for managing the company (and therefore for signing contracts on its behalf) would also be suitable. Tenderers must ensure that their tenders are signed by a duly authorised representative.

In case the tender is submitted by a consortium (please refer to point 4.1 of the Tender Specification), a document must specify the company or person heading the project and authorising this company or person to submit a tender on behalf of the consortium.