

**OPEN INVITATION TO TENDER****AO/ECVL/ILEMO/Unitisation&Modularisation/011/11****‘Unitisation and modularisation for flexibility and mobility in VET’****REQUEST FOR CLARIFICATION (1) – QUESTIONS & ANSWERS****Question Nr. 1**

*The duration of the project is 18 months (page 10, 1.6), but the draft final report is to hand in after 16 months (page 16, 2.5), what to do with 2 more months?*

**Cedefop’s clarification to Question Nr. 1**

Please be informed that the duration of 18 months takes into account any unforeseen but justified delays that could occur during the implementation of the contract. It does not imply any further contractor obligations after delivery of the final report and its approval by Cedefop.

**Question Nr. 2**

*The tenderer should have professional capacity (p.20, 3.2.2). As a Professor I am the team leader and I have the professional capacity, but my University is signing the documents as a legal underwriter. So: List of contracts performed in the last 3 years by me or the University?*

**Cedefop’s clarification to Question Nr. 2**

The selection criteria including the technical and professional capacity concern the tenderer i.e. the potential contractor, that is, the legal entity signing the contract. On page 20 there is clear distinction as to the documents that must be provided by the tenderer (in your case the University) and by the research team (team leader and researchers); the requested list of contracts falls within the first set (see 2<sup>nd</sup> bullet point).

**Question Nr. 3**

*Econ. and fin. capacity (page 18, 3.2.1): As a big state-University the budget is given by government. What kind of document for proof is needed? Full signed statement of Annex G by Univ. officials?*

**Cedefop’s clarification to Question Nr. 3**

The requested evidence relates to the turnover of the tenderer (in your case the University), not to the source of funding (budget). Therefore, the University must provide, by the most appropriate and formal means available (e.g. extracts from published annual financial/activity reports, or ad hoc statement by the Chairperson), proof that it covers the requirement of at least 130,000€ average annual turnover for the three last financial years concerning the type of services covered in the call for tenders. Relevant data entered in Questionnaire 2 of Annex G should support the indications provided in response to point 3.2.1.