



Thessaloniki, 23/04/2012  
RS/PRO/YSIRAK/2012/0219

INVITATION TO TENDER *AO/RPA/ARANI/Sectoral Based Anticipatory System/002/12*  
Relaunch of “A *short-term Sectoral-Based Anticipatory System for labour market trends and skill needs*”

### CLARIFICATION (1) – QUESTIONS AND ANSWERS

Dear Madam/Sir,

In regards to the above mentioned Open Tender Procedure please find below the answers of Cedefop to the requested Clarifications, which were raised by one potential tenderer:

#### **Question 1:**

In the Check List of Mandatory Documents (Annex F) it is specified that the Legal Entity Form (Annex D) and Financial Identification Form (Annex E) must be submitted. These two annexes are not included the tender document. Please advise.

#### **Cedefop Answer to Question 1**

Please note that the Legal Entity Form (Annex D) and Financial Identification Form (Annex E) should be downloaded (as specified on pages 31 and 32 of the Tender Document), depending on the nationality (and legal status) of the tenderer, from the following links respectively:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

#### **Question 2:**

The question refers to the following statement in the notice: "The tasks foreseen under this contract will be performed by the selected Contractor upon signature of separate Order Forms / Specific Contracts issued by Cedefop for each work assignment. The content of each Order Form / Specific Contract will be finalised in line with the tender and shall stipulate the tasks to be performed by the Contractor, the deliverables, the timetable, the budget, the human resources/experts to be allocated and the reports to be presented". The question is: Does Cedefop have at this stage, concrete and specific ideas about the tasks to be performed by the contractor? In other words, has Cedefop substantive ideas for the principal tasks to be performed as mentioned in the title of the call (Short-term, Sectoral-based, Anticipatory)? Is it correct that the tender does not contain any further restrictions for the contractor's responsibilities as outlined in the title of the tender?

#### **Cedefop Answer to Question 2**

The expected tasks within each work assignment (Order Form) are listed in point 2.3.2 of the tender document and must be read and considered in conjunction with all the other information provided in points 2.1, 2.2, and 2.3. Exact formulation will be made in the relevant Order Forms.