



Thessaloniki, 25/05/2011
RS/PRO/DELE/2011/0329

OPEN INVITATION TO TENDER
AO/ECVL/ADEHM/ReturnToWork/004/11

“Return to Work – Work-based learning and the reintegration of unemployed adults into the labour market”

REQUEST FOR CLARIFICATION (4) – QUESTIONS & ANSWERS

Question Nr. 1

I have one question which involves payment schedules. Could you please let us know the percentage of pre-financing that is made to successful applicants and when is this paid. Lastly, for final reporting do we need to submit timesheets and details of actual salary costs or just proof that the work has been carried out.

Cedefop’s clarification to Question Nr. 1

As indicated in point III.1.2) of the contract notice (Annex A of the Tender Dossier) and Clause I.4.1 of Article I.4 of the Draft Contract (Annex B of the Tender Dossier) the percentage of pre-financing is 30% of the final amount awarded. It is paid within 30 days of receipt of invoice, which can be submitted immediately after contract signature.

In order to prove that the work has been carried out the final report should be submitted as described in point 2.4 of the tender documents and approved by Cedefop’s Project Manager.

Question Nr. 2

I would like to enquire about the external consultant role please. Please could you tell me what range of tasks this covers, and how is payment to external consultants made in terms of the cost categories available etc?

Cedefop’s clarification to Question Nr. 2

“External consultant (role)” is not mentioned in our Tender Dossier. If a tenderer intends to use the services of an “external expert” (as referred to below the table at point 5.4 of the tender dossier), they need to indicate the contractual relationship (normally sub-contractor), role and tasks by presenting those in the technical proposal. The cost category depends on the profile of the person.

Question Nr. 3

Also, in Annex G – Questionnaire 3 you ask for the amounts for the contracts. Please could you clarify if you wish us to specify the amount of money obtained for the whole of each contract, or just the amount that [our company] obtained for each contract?

Cedefop's clarification to Question Nr. 3

The amounts entered in Annex G - Questionnaire 3 should be those relating to the tenderer's participation in the project only, e.g. if a project had a total cost of 200.000 € and the tenderer's participation was 40%, the amount to be entered should be 80.000 €