



INVITATION TO SUBMIT A PROPOSAL
GP/DSI/REFERNET-FPA/001/19
Cedefop Clarification (3) – Questions and Answers

Clarification no 1:

If there are two organisations to apply for the Call for Proposals, one is a public body, the other is a private company. If the public body meets the financial capacity criteria, is it necessary for the private company also to meet the financial capacity criteria?

Cedefop answer no 1:

There are three separate options to submit an offer:

- a) The private body is an affiliated entity to a public body forming together one legal entity, where the public body is the applicant in accordance with Article 187(1)(b) of the Financial regulation (*page 4 of the Call for proposals*). In this case the entities should have a capital or control link which is not related to the grant application.
- b) The private and public bodies are forming a 'sole beneficiary' in accordance with Article 187(1)(a) of the Financial regulation (*page 4 of the Call for proposals*). In such case, the said affiliated entities:
 - Shall provide a reason for the formulation of a sole entity (i.e. for the purpose of the application or for the grant implementation);
 - shall be identified in the application and the grant agreement;
 - shall provide the supporting documents allowing the verification of their compliance with the eligibility, non-exclusion and selection criteria;
 - shall be entitled to declare eligible costs.
- c) The entities are separate applicants in the call for proposals (not affiliated to one another in any way). In this case each applicant has to fulfil the eligibility criteria separately. **Public entities** are not excluded from the financial capacity criteria, but from the verification, as it is considered from their status, complemented by the declaration of honour that public bodies and international organization have sufficient financial capacity. **Private bodies** still do need to provide the necessary information for verification of their financial capacity.

Clarification no 2:

Regarding the Call for Proposals ReferNet 2020 - 2023, I would like to inquire whether the official documents (which are in the national language) concerning the Eligibility criteria in Call for proposals page 19 (e.g. legal resolution or decision established in respect of the public company or body) and Exclusion criteria on page 20 (e.g. certificate that our institution is not bankrupt, subject to insolvency...) have to be translated by an official court translator (testifying that translation entirely corresponds to the original national text) or is a free translation (done by the applicant, stamped "same as original") acceptable?

Cedefop answer no 2:

No translation is needed.

Clarification no 3:

We have a question related to ReferNet 2020-2023 application. It is not quite clear to us how to complete Annex 5: Declaration of honour. is a foundation, therefore we are not sure which section relates to us. The only section that seems suitable is "III – SITUATIONS OF EXCLUSION CONCERNING BENEFICIAL OWNERS AND NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL" but it states "Not applicable to natural persons, Member States and local authorities", therefore it also does not apply to us.

Which section we have to choose? Or should we just complete box on the top (listing full official name, official legal form, statutory registration number, etc.) and sign on the bottom? How should we highlight the chosen section?

Cedefop answer no 3:

You should just choose between “the” and “each” in sections applicable to you – and at the end, complete the box and date/sign on the bottom.

Clarification no 4:

- 1) We have up-to-date financial identification and legal entity form, duly completed and signed, in national language (not English). As the Call for proposals stipulates applications must be drawn up in one of the official EU languages, we believe this is acceptable. Kindly confirm.
- 2) As public body, we are NOT required to enclose the following to our application:
 - Balance sheets or extracts from balance sheets for the last two years for which accounts have been closed have been included with the application form.
 - Profit and loss account for the last two financial years for which the accounts have been closed has been included with the application form.

Please confirm this as well.

Cedefop answer no 4:

- 1) Yes, we confirm that both documents (i.e financial identification and legal entity form) can be submitted in the national language (not necessarily English).
- 2) Yes, we confirm that as a public body you are not required to submit the above mentioned documents (par. 3.2.2 of the call for proposals).

Clarification no 5:

I am currently working on the call for proposals GP/DSI/ReferNet_FPA/001/19 and I would need some clarification regarding the scenario to be followed when describing our working methods. It is the one described in Annex 1 “Specifications for the 2020 ReferNet work plan” or the one in Annex V “Scenario for a one year action...”.In the Statement on the activities and calendar of Annex II the deliverables for Annex I are indicated.

Cedefop answer no 5:

The Call consists in two parts:

- FPA 2020-23: Applicants are invited to describe their working methods on the basis of a fictive scenario (Annex V).
- SGA 2020: The applicants' concrete proposals for 2020 are based on the real work plan for 2020 (Annex IIIb).