

**OPEN INVITATION TO TENDER****AO/DSL/ABARA/GRUSSO/learning cultures in organizations/002/15****Learning cultures in organizations****Request for Clarification (3) – Questions & Answers**

Question No 1

The cover letter, signed by the person/s (name and position) that is/are authorised to sign the contract in case of contract award. Question: provided only by a leader of the consortium, right?

Cedefop's answer to question No 1

Yes, provided that the consortium leader is the person authorised to sign the contract in case of contract award.

Question No 2

The exclusion criteria declaration requested in point 3.1 and standard template found in Annex C. Question: Annex C submitted by all consortium members, right?

Cedefop's answer to question No 2

Yes, the exclusion criteria declaration must be signed by all consortium members.

Question No 3

The selection criteria documents (The tenderers must submit documentary evidence (or statements, where required) of their economic, financial, technical and professional capacity to perform this contract. Question: What is the proof of economic and financial capacity? Is it Statement in Questionnaire 2 of Annex G – signed and provided by all consortium members, or there is some additional info needed as well?

Cedefop's answer to question No 3

Yes. As per point 3.2.1 of the Tender Specifications, the tenderers must prove their economic and financial capacity by submitting a *“signed Statement (Please fill-in and sign your Statement in Questionnaire 2 of Annex G) for the last three financial years concerning the type of services similar in nature to those making the subject of this call for tenders.*

*In case of a **consortium (grouping)** or subcontracting **each member of the consortium** and all sub-contractors (in line with points 4.1 or 4.2 below) must provide the required statement for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.”*

In case of a tender submitted by a consortium, there is no other information required.

Question No 4

Questionnaires 1 – 4 as found in Annex G. Question: Partly concerns the previous item (Annex G questionnaire 2 is already mentioned), actually it is meant that questionnaires 1, 3, 4, right?

Cedefop’s answer to question No 4

Yes. Regarding the technical and professional capacity, the questionnaires 1, 3 and 4 must be filled in by each consortium member.

Question No 5

Power of Attorney (Model 1 or 2), as required in point 4.1 (if applicable) and found in Annex I. Question: The Model indicates many signatories at one document, but we would think each partner provides a separate letter, right? There won’t be a one letter circulated among the partners for each one to sign it?

Cedefop’s answer to question No 5

Yes, there should be one letter circulated among the partners since each consortium member must sign on the same letter. Scanned signatures from the consortium members are accepted on that letter, but the consortium leader must provide his original signature on the document.

Question No 6

Legal Entity Form. Question: Provided by all consortium member, right?

Cedefop’s answer to question No 6

Yes, all consortium members must provide a signed Legal Entity Form and required annexes.

Question No 7

Financial Identification Form as found in Annex E. Question: Provided only by the leader of the consortia, right?

Cedefop’s answer to question No 7

Yes, the Financial Identification Form must be filled in and signed by the consortium leader only.