

Question 1

Template Annex II A - Declaration on honor – Natural person

Being a natural person, am I obliged also to tick the boxes for Part I – Exclusion criteria and for Part II – Selection criteria, or just to date and sign the document?

Answer 1

Yes.

Question 2

Template Annex II A - Declaration on honor - Natural person

Regarding the field „address“: does a subcontractor have to fill in his/her private address or his/her institutional address?

Answer 2

The tenderer needs to mention his/her private address.

Question 3

Template Annex II A - Declaration on honor - legal person

The Vice-Rector for Research is representing the legal person. Regarding the field „address“: Do we have to fill in her private address or her institutional address, that is the address of the legal entity?

Answer 3

The tenderer needs to mention the institutional address.

Question 4

Template Annex II A - Declaration on honor - legal person

Do we need to fill in the valid ID number of the legal representative as well as his/her date and place of birth?

Answer 4

Yes.

Question 5

Regarding Annex II B - Financial offer form, do we need to fill in the tax identification number of the legal representative as well as his/her date and place of birth?

Answer 5

Yes.

Question 6

If I read correctly both inner offers also need a digital version (e.g. usb-stick)?

Answer 6

Yes.

Question 7

Is it possible to apply as a team (e.g. a group of experts)?

Answer 7

No, it is not possible to apply as a team (see point 5 of the Invitation Letter). The purpose of the tender is to select 1 country expert per Lot. However, the selected expert (the contractor) can be assisted by other national experts, as mentioned in the Tender Specifications, page 7: *Due to the multidisciplinary character of the study, the contractor is expected to consult and to be assisted with other experts in their respective country. The contractor will choose, contact and work with the additional experts (local national team). The contractor will inform the CMPF research team about any changes and issues related to the work of the team. The CMPF research team will be in contact only with the contractor, unless circumstances demand contact with the additional country experts.*

Question 8

If I, as a natural person, apply to the tender, is it allowed for my colleagues to be displayed as an author, and if yes, is he/she allowed to be displayed as the first and me as the second author?

Answer 8

The work of the additional experts (local national team) can be acknowledged in the publications. Thus, the person submitting the tender will be the first author and additional experts can be displayed as second author and so on.

Question 9

Could you, please, kindly inform me whether the tenderer's CV should have a specific form according to an existing template?

Answer 9

No, the CV does not need to be in any specific format.

Question 10

As proof for the legal status we have an extract from the criminal record. Do you think that will be sufficient?

Answer 10

Yes, it is sufficient. As per article 9 of the Tender Specifications (page 10) *any proof concerning the legal status of the legal person* is acceptable.

Question 11

How many envelopes are required in total?

Answer 11

In total there will be 3 envelopes; 2 inner envelopes (one with the Administrative Documents/Technical offer, and one with the Financial Offer Annex II B), and 1 outer envelope. For more information on the content of the envelopes, see point 3 of the invitation to tender.