



Service tender procedure

IPA — preparation of IPA cross-border programmes 2014–2020

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Questions and answers

Question 1:

Is it possible key experts presently engaged under service contracts for On-going evaluations of IPA cross border Programmes 2007 – 2013 to be included as key experts in different lots for the current tender procedure?

Answer 1:

According to p. 4.1 of the Instructions to tenderers, “Any expert who is engaged in an EU/EDF-financed project, where the input from his/her position in that contract could be required on the same dates as his/her activities under this contract must not be proposed as a key expert for this contract under any circumstances. Consequently, the dates included by a key expert in his/her statement of exclusivity and availability in your tender must not overlap with dates on which he/she is committed to work as key expert on any other contract.”

According to the Statement of exclusivity and availability (part of the service tender submission form for the current tender procedure) every key expert should confirm the lack of confirmed engagement as key expert in another EU/EDF-funded project, or any other professional activity incompatible in terms of capacity and timing with the above engagements.

Question 2:

Is it necessary to provide signed declarations referred to point 3 of the tender submission form and statements to show that the company does not fall in any of the exclusion situations listed in section 2.3.3 of the Practical Guide from the legal entities from which we have written

undertaking or we have only to provide documentary evidence for their financial and economic capacity and technical and professional capacity.

Answer 2:

Declarations referred to in point 3 of the Tender submission form, including statements to show that the company does not fall in any of the exclusion situations listed in section 2.3.3 of the Practical Guide, are not required by the legal entities from which you have written undertaking. Such declarations are required only from the legal entities identified under point 1 of Tender submission form.

According to point 2.4.11 of the Practical Guide, if the candidate/tender relies on other entities it must prove to the Contracting Authority that it will have at its disposal the resources necessary for implementation of the contract. Documentary evidence for this third entity related to relevant selection criterion should be included in the tender in a separate document.

Where the documentary evidence are in an official language of the European Union other than the one of the procedure they will be accepted. It is however strongly recommended to provide a translation into the language of the procedure, in order to facilitate the evaluation of the documents.