



Vilnius, 14. 03. 2018
EIGE/VL/pr D/2018/ 137

Tender: EIGE/2018/OPER/03
Risk assessment by police of intimate partner violence against women

Subject: Answer to request for clarification regarding the Tender

From potentials tenderers we received questions that might be of general interest.
Please find herewith the answers to these questions.

Procurement
EIGE

EIGE/2018/OPER/03. Questions & Answers No 04

Question 1:

P 46: you are listing criteria and evidence to proof professional capacity. Can some of the projects (evidence) be contributed by subcontractors or only by consortium members?

Question 2:

P 49: Concerning the financial offer: Are we right in the assumption that any additional costs (e.g. fee for room rent for the expert meetings, travel costs for internal meetings) have to be included in the daily fee of the staff members?

Answer 1:

Yes, as it is specified in section 2.2.3.2 Technical and professional capacity required and their documentary presentation: "In the case of joint offer (consortium) or subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender".

Answer 2:

As it is indicated in the page 20-22 of the Technical Specifications, the contractor is responsible for the global organisation, coordination, management of the meetings, preparation and professional facilitation of the meetings and all other inevitable costs related to the meetings which shall be included in the contractor's professional fees.

All the relevant costs for the contractor's representatives in reference with the participation in the necessary meetings (accommodation and travel costs) shall be included in the budget separately from expert fees and will not be evaluated in consistency with the Notes (bullet point 5) of Financial Form: "Where the tenderer foresees other costs arising, these costs must be listed in addition to those in the table above." The abovementioned cost will not be evaluated during the evaluation phase and will be only used (as the maximum ceiling) for the reimbursement afterwards of the actual expenses based on the provision of the relevant invoices from the contractor.

All the relevant costs related to the meetings (travel, accommodation, venue, other related costs) in reference with the invitees and participants (not contractor's representatives) will be covered by EIGE's Event organisation contract and will not be under the budget of this contract.