



OPEN INVITATION TO TENDER
AO/RES/RGERMA/Language training/009/14
Provision of language training to Cedefop staff
Request for Clarification (3) – Questions & Answers

Question No 1

Due to the instructions for the participation in the open call “provision of language training to Cedefop staff” we have to submit to envelope A: Questionnaires 1-4 as found in Annex G. Unfortunately we may not find questionnaire 4 to Annex G. Could you please let us know where to find it?

Cedefop’s answer to question No 1

This is a clerical error in the Tender Specifications. There are 3 questionnaires that should be filled in and submitted by the tenderers. They are included in Annex G (i.e. Q1 for the identification of the tenderer – Q2 for the economic and financial capacity – Q3 for the company profile).

Question No 2

When the tenderer is a company owned by a single natural person, do you need both following documents?

- 1) Enrolment in the relevant professional register; (for companies)*
- 2) Registration as freelancer and coverage by national social security scheme (for natural persons)*

Cedefop’s answer to question No 2

No, documents relating to points 1 or 2 should be submitted depending on the legal status of the tenderer, i.e. private company, public entity or natural person. A company (also a private one) should submit proof of enrolment in the relevant professional register as per point 1.

Question No 3

a) In the paragraph 6.1 in the Tender Specifications document (page 29), it is mentioned “Questionnaires 1-4 as found in Annex G”. But the document of the Annex G contains only 3 questionnaires. Is there are a 4th questionnaire or is this a typing mistake?

b) As a freelancer, should I submit the Questionnaire 3 blank?

Cedefop’s answer to question No 3

a) Please see answer to Question No 1 above.

b) No, natural persons can present a summary of their working experience.

Question No 4

In the 1st page of the Checklist it is mentioned that a “Signed Statement of the tenderer’s turnover for the last three financial years concerning the type of services and/or supplies similar in nature to those making the subject of this call for tenders” must be attached”. In the last page of the Checklist “Questionnaires 1-4 (Annex G)” are mentioned. Given the fact that this statement corresponds to the statement found in Annex G - Questionnaire 2, by ticking boxes “Yes” in both pages, should we submit the Statement/Questionnaire 2 of Annex G twice (2 originals and 2 copies)?

Cedefop’s answer to question No 4

Tenderers should submit the 3 Questionnaires in Annex G in one original and 3 copies. The checklist in Annex F is a reference document for applicants, simply aiming at ensuring that nothing is forgotten in the tender about to be sent, and should be submitted (without attachments) in one original and 1 copy.

Question No 5

Concerning the average turnover of the tenderer for the last 3 financial years, do you only need the “Signed Statement” (Annex G - Questionnaire 2) or should the tenderer submit “Δήλωση Φορολογίας Εισοδήματος” and/or “Εκκαθαριστικό Σημείωμα” for the last 3 financial years?

Cedefop’s answer to question No 5

Tenderers must submit only the Questionnaire 2 in Annex G.

Only in case of contract award, the potential contractor will be asked to submit additional documentation according to point 3.2.1