



Barcelona, April 27, 2021

ANSWERS TO QUESTIONS

Digital and Physical Trainings - Innovation and Employability - 17 - PRO317HER-2021

With reference to the above-mentioned simplified procedure, please find below the answers to the questions posed by the interested companies:

REQUEST FOR CLARIFICATIONS Nr. 1 (dated Monday 19/04/2021 16:35)

Question 1: Page 2, section 3 of document “D Tender Submission Form and Declarations - GP-FB v2019.0.doc” requests annual turnover for 2018 and 2019. We have closed 2020 and therefore have included 2019 and 2020. Please confirm that this is acceptable.

Answer: The financial statements should be provided for the last two years for which accounts have been closed as per national accounting regulations. If you have the financial statements for the years 2019 and 2020, this will be acceptable for UfM Secretariat.

Question 2: Further to the financial and economic capacity, page 6, section 5 of document “D Tender Submission Form and Declarations - GP-FB v2019.0.doc” and page 4 of document “A1 Instructions to Tenderers - iRP-FB-GB v2019.0.pdf” both refer to “documentary evidence of the financial and economic capacity”. These documents cite section 2.6.10.1.1 and section 2.6.11 of the practical guide. Section 2.6.11.1 states that documentary evidence is not required for contracts below 300'000. Further, page 3 of document “A2 Service Contract Notice - FB-GB v2019.0.pdf” requests that we list turnover for two years and states that this IS documentary evidence of our economic and financial capacity.

Is any further evidence required beyond the table in the submission form? (e.g. end of year company accounting statements). Please clarify if anything beyond the two years' turnover is required and if so, what documents we should provide.

Answer: The documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice have to be provided in accordance with section 4.1.(5) of the instructions to tenders.

The balance sheets or extracts from balance sheets for at least the last two (2) years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established, shall be presented. In case these documents are not required by the country in which you are established, it may prove your economic and financial capacity by other means which will be analysed by the contracting authority.



Question 3: Page 4 of document “A1 Instructions to Tenderers - iRP-FB-GB v2019.0.pdf” and page 6, section 5 of document “D Tender Submission Form and Declarations - GP-FB v2019.0.doc” both request “an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.” Our authorized signatory is named in the Legal Entity document that we provide to support document “B Annex VI Legal Entity - Legal Entity v2019.0.pdf”. Please confirm that this is acceptable as adequate proof.

Answer: Yes, if it is clearly indicated in the document that the person who signs the tender documents is a representative authorized of the tenderer

Question 4: Page 5 of the ToR states that a (single) digital training should be “performed through the equivalent of approximately of three thematic sessions”. Also in the ToR, page 6, Results 1 and 2, reference is made to “three trainings (one digital and two national physical meetings)”. Later in the ToR, page 8, section “Work Package 1 – Digital training workshops”, it states that the objective is to “develop a series of sessions (up to two) as a digital training”—this is in addition to the two physical meetings. Please clarify how many distinct courses are expected to be developed in Work Package 1. Is it one digital course that is delivered twice to two different virtual (live) audiences (i.e. not recorded for later consumption)?

Answer: Work package 1 includes one single digital course that can be divided internally in sessions (up to two topics) according to the methodology that will be proposed by the Contractor in the Inception report, after discussion with UfMS and stakeholders and subject to approval by UfMS.

Question 5: Page 7, section 4.1.1.c. of the ToR states that the contractor will be “Selecting three/four possible topics for the trainings, based on national and regional needs”. Are these three/four possible topics to be used for all three trainings (assuming the digital training is one training as questioned earlier)?

Answer: It can be acceptable but this will be up to the proposal of the Contractor.

Question 6: Page 8 of the ToR states that “The main working language will be English, with the possibility of using French according to the local needs of the Trainings.” Is it acceptable that all written material is in English and that questions and oral spontaneous interactions can be conducted in French (i.e. no written material in French is required)?

Answer: Yes.

Question 7: Page 5 of the ToR states that “Logistical costs for the trainings, except those related to the contractor(s), and subcontractor if any, will be covered by UfM Secretariat.” Does this mean that travel costs for invited speakers that participate in the trainings are covered by UfM outside this proposal?



Answer: Yes, travel expenses, daily and accommodation allowances for external speakers invited by the Contracting Authority to attend the two national training are not covered by the contractor. The costs associated to the attendance to trainings of the contractor personnel should be covered by tenderers in their offer.

Question 8: Considering the role of Paeradigms as guest speaker in the Regional training seminar (the final meeting in September or October 2021), could travel costs associated with Paeradigms participation in this event be covered by UfM outside this proposal? (This would leave space for higher quality content in the budget).

Answer: Please see answer to question 7.

Question 9: In which city in Italy will the Regional training seminar take place? (This makes a big difference in the travel costs).

Answer: City is TBC, for logistical purposes, Rome (and neighbouring region) can be considered as the approximate location.

Question 10: Page 13 of the ToR states that the digital training is planned for July 2021 and the two national trainings for the first half of 2021, so June. This implies that the two national trainings would be conducted PRIOR to the digital trainings whereas earlier text implied that the digital training would come before the physical trainings. Is this the case and can these dates be changed?

Answer: Exact dates will be finalised after the start of the Contract. According to the ToR Section 5.2, the timeline will be finalised in the Inception Report subject to approval by UfMS.