



Barcelona, 1 September 2016

## **ANSWERS TO QUESTIONS**

### **Negotiated procedure without publication: Improving employment situation in Med4Jobs beneficiary countries - UfMS/CNP/0034/2016**

With reference to the above-mentioned negotiated procedure without publication, please find below the answers to the questions posed by the interested companies:

#### **REQUEST FOR CLARIFICATIONS Nr. 1 (dated Tuesday 09/08/2016 15:56)**

**Question 1:** Through the ToR you mention the “Mediterranean Initiative for Jobs programme paper” (April 2014) as a document to take into consideration. May you send us or publish this document at your earliest convenience, please? We could not find it online

**Answer:** The “Mediterranean Initiative for Jobs programme paper” (April 2014) is available on the following address: <http://ufmsecretariat.org/wp-content/uploads/2016/08/Program-paper-Med4Jobs-Initiative.pdf>

#### **REQUEST FOR CLARIFICATIONS Nr. 2 (dated Monday 22/08/2016 16:12)**

**Question 2:** As per the exclusivity of experts, document “A1 Instructions to tenderers” states on page 4 that: “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” To this end, we would like to know if EU/EDF-financed project as mentioned in the tender applies to EDF and ERDF projects or to all EU funded projects such as Erasmus +, Horizon 2020, COSME, etc. Please precisely clarify.

**Answer:** The contract must not have awarded to a company that proposes experts who are already engaged in a EU/EDF-financed project. We believe that doing so constitutes a breach of the clause 4.1 of the Instructions for Tenderers

Clause 4.1 in itself do not provide for any exceptions to this rule, or for the specific circumstances of the tenderer to be taken into account.



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**Question 3:** We intend to include one key expert from the same group, but not hired directly by our company (KIM S.L.U.). We read the tender documents and see no objection to that. May you confirm that we can proceed like that, please?

**Answer:** As for the experts, despite the fact as these are not hired directly by your company, a statement indicating that the experts are from an enterprise in the same group shall be required.

**Question 4:** Please kindly confirm that all outputs during the execution and closing phases if our bid is awarded must be only in English.

**Answer:** According to the section 7.1 of the Terms of Reference, all documents/reports will be written in English. The working language of the UfMS is English and French.

**Question 5:** Concerning the Expenditure verification (Part 2) -section 6.6. of the ToR-, may you clarify the purpose of the audit described there as mandatory? May you clearly specify when for what expenditure category the audit process will be applied?

**Answer:** The expenditure verification refers both to the process and the report by which an auditor verifies the invoices and the financial reports sent by the Contractor to the UfMS. The auditor will also verify that the contractor have complied with the relevant provision of the contract signed with the UfMS.

The expenditure verification report is required for Fee based component (Phase 2 – 2017).

#### **REQUEST FOR CLARIFICATIONS Nr. 3 (dated Monday 22/08/2016 16:12)**

**Question 6:** Please kindly confirm that there is no maximum length beyond the one establish for the experts CVs in the tender documents.

**Answer:** Each CV must be confined to 3 pages, page 6 of the instructions to tenders – section 4.1. (3)

**Question 7:** Is there available a report or document on the performance of the Med4jobs programme or any of its ongoing projects. If so may you publish it, please?

**Answer:** See answer to Question 1 above. In addition, our website include the latest updates and events related to the program (<http://ufmsecretariat.org/mediterranean-initiative-for-jobs-med4jobs/>)