

ANSWERS TO REQUESTS FOR CLARIFICATIONS

Open tender procedure: Experts to carry out the evaluation of grant applications –

28 - PRO451EDE-2023

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

REQUEST FOR CLARIFICATIONS No. 1 (received on Wed 19/07/2023 10:34)

QUESTION 1:

Could you please let us know if there is a max. number of pages for the organization and methodology? As well as if there are specific font and size to be used.

ANSWER 1:

There is not an established maximum number of pages for the description of the organization and methodology. Additionally, no specific font or font size needs to be used.

QUESTION 2:

Regarding the technical capacity, if I am not mistaken, in the contract notice, point 15, it is not mentioned the % of proportion carried out by the specific entity to assess the eligibility of the references. Could you please let us know?

ANSWER 2:

With regards to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

The data for this third entity for the relevant selection criterion should be included in a separate document.

Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

QUESTION 3:

Could you please let us know if we can use a QES digital signature?

ANSWER 3:

Yes, QES can be used for signing the relevant documents of the tender dossier.

REQUEST FOR CLARIFICATIONS No. 2 (received on Wed 19/07/2023 11:16)

QUESTION 4:

The tender dossier file on your website is not readable for me since its extension is not “zip” but “Z7”. Could you please help me with this?

ANSWER 4:

The file has been reuploaded on the UfM procurement website in .zip format

REQUEST FOR CLARIFICATIONS No. 3 (received on Mon 24/07/2023 12:24)

QUESTION 5:

Firstly, could you please provide us with a template for the administrative eligibility criteria?

ANSWER 5:

Please refer to document C1 Admin Compliance Grid-28-PRO451EDE-2023 of the tender dossier

QUESTION 6:

Secondly, we would appreciate an estimation of the time required to conduct the following assessments:

- Administrative eligibility assessment
- Technical assessment
- Technical and financial assessment of the full application

ANSWER 6:

The estimated time to perform the different phases of the evaluation of proposals will be dependent on the number of applications that qualify for moving forward to the next step of the evaluation process. Being this information unknown at this stage, the Contracting Authority cannot provide an accurate estimation for each step.

Overall, the estimated time for the implementation of the contract and hence, to perform the tasks indicated in the ToRs is 3 months.

QUESTION 7:

Furthermore, could you kindly share a model of a memory to be evaluated? We would like to know the estimated length and any other relevant details.

ANSWER 7:

Please refer to document “B Annex II.1 Application form” of the tender dossier for reference.

QUESTION 8:

Moreover, the specific professional experience requirements is minimum of two years of relevant working experience in one or more fields related to the thematic priorities of the call. Could you please specify what these thematic priorities are?

ANSWER 9:

The global objective of the Call for Proposals is to promote Employment and Entrepreneurship in the Green Economy, and to achieve a high-quality, complete and coherent selection process of projects in line with the criteria set in the guidelines for applicants.

Previous experiences in the assessment of applications submitted in the framework of calls for proposals in the area of employment and development will be considered suitable for this purpose.

Further information on the thematic priorities of the call for proposals can be found on the UfM Grant Scheme to promote Employment and Entrepreneurship in the Green Economy [webpage](#) and [guidelines for applicants](#).

REQUEST FOR CLARIFICATIONS No. 4 (received on Tue 25/07/2023 16:56)

QUESTION 6:

Do I understand correctly that also this time I have to demonstrate that in the last three years I had 84,000.00 EUR income in order to fulfill the criteria on financial capacity?

ANSWER 6:

In order to comply with the Economic and financial capacity criteria (based on item 3.A of the tender form), the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract (84,000.00 EUR).

REQUEST FOR CLARIFICATIONS No. 5 (received on Sat 29/07/2023 21:36)

QUESTION 7:

To correctly reply to the requirements of the tender, I would like to ask you if I can apply with my LTD, based in Italy.

I can provide you with all the required information.

ANSWER 7:

Yes, there is no impediment as this is an open procedure (does not require prior invitation).