



Barcelona, 20<sup>th</sup> January 2026

## **ANSWERS TO QUESTIONS**

### **Procedure: Communication services - 03 - PRO636CPA-2025**

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

#### **REQUEST FOR CLARIFICATIONS Nr. 6 (dated Wednesday 07/01/2026 10:38)**

**Question 1:** *For the two case studies, tenderers are requested to propose an implementation timeline, a media and outreach plan and phasing and timeline. Given the page limit can you please advise, what level of detail is expected; indicative timelines, detailed planning, 12-month activity plans, Gantt charts?*

**Answer:** The expectation is that tenderers provide an “**indicative**” implementation timeline for the proposed actions. A high level of detail is not required. Rather, tenderers should indicate the overall timeframe, main phases, and a general sequencing of activities.

Detailed planning, 12-month activity plans, or Gantt charts are not expected. The indicative timeframe should be clear to demonstrate strategic thinking, feasibility, and coherence with the proposed approach, while remaining concise and proportionate to the page limit.

**Question 2:** *Can you please clarify on the type of information that may be included in the support annexes for both the technical offer and the case studies without being considered part of the page limit? Are they limited to visual designs or can they include activity plans, Gantt charts, explanatory tables, etc?*

**Answer:** The page limit is set in order to ensure a realistic and efficient evaluation process. While the content to be included in the annexes is at the discretion of each tenderer, we strongly recommend remaining concise, strategic, and proportionate to the page limit, and using annexes only for supporting materials such as visuals, mock-ups, CVs of non-key experts, or similar documents. Tenderers are also strongly encouraged to carefully review **Annex III: Organisation & Methodology**, which provides guidance on the expected structure of the technical offer and on the appropriate use of annexes.

#### **REQUEST FOR CLARIFICATIONS Nr. 7 (dated Monday 12/01/2026 19:14)**

**Question 3:** *Could you please confirm where the CVs of the experts should be included in the technical offer? In particular, we would like to clarify whether CVs are required only for the Key Experts identified in the ToRs, and whether for non-key experts it is sufficient to provide brief profile descriptions, as mentioned in section 3.1 “Team composition per sector and daily workflow with the*



*UfM” of Annex III – Organisation & Methodology, or whether CVs are also required for non-key experts.*

**Answer:** Your understanding is correct. CVs (expert profiles) are required only for the Key Experts identified in the ToRs. These profiles must be included in the Technical Offer as Annex IV, using the templates provided, with a maximum length of 5 pages per Key Expert. For non-key experts, CVs are not required and should not be submitted. As indicated in section 4.1(3) of the Instructions to Tenderers and reflected in Section 6.5 of the ToRs, non-key experts are not subject to evaluation. It is therefore sufficient to provide brief profile descriptions of non-key experts in the Organisation & Methodology (Annex III), in line with section 3.1 “Team composition per sector and daily workflow with the UfM”.