

EUROPEAN INSTITUTE FOR GENDER EQUALITY



Vilnius, 13/10/2011  
EIGE/VL/jr D/2011/392

**Tender:** EIGE/2011/OPER/28  
**Study on the Area D of the Beijing Platform for Action: Violence  
against Women**

**Subject:** Additional information regarding the Tender

Dear Madam/Sir,

We received questions of general interest from potential tenderers. Please find herewith the answers to these questions.

Sincerely yours,

Procurement Team  
EIGE

## Questions and Answers

### Question 1:

*“In the case of a submission of a joint tender, the tenderers are asked to fill in and duly sign one of the attached **Powers of attorney** in the Standard Submission Forms depending on the set up that has been chosen by the tenderers, and specify the role, qualifications and experience of each member of the group, as well as who has been appointed by the others as the group leader.”*

As the Power of Attorney has a specific wording, shall we include additional information in the POA in regards to the role, qualifications and experience of each member of the group? Or is such information expected to be covered in the technical proposal?

Is it expected to mention the name of the authorized representative of the lead partner who will undertake commitments on behalf of the consortium? That would mean additional text to the POA.

### Answer 1:

In the Power of Attorney, the role of each participant to a joint offer should be mentioned in terms of being a group member or a group leader/group manager.

The name of the authorized representative of the lead partner shall be mentioned in the first paragraph: “Signatory: Name, Function, Company.....” and the signature will be at the end of the Power of Attorney among signatures of all members’ representatives.

### Question 2:

We would be very grateful if you would please be so kind and clarify the requirement with regard to the provision of the economic and financial capacities forms by sub-contractors, referred to on p. 23; 2.4.3 Section Three: Selection Criteria Documentation.

More specifically, it is indicated that in the case of subcontracting of no more than 30%, the subcontractors do not have to provide the economic and financial capacity form. With regard to the share of 30%, would you please be so kind and clarify whether this concerns the total amount for subcontracting (e.g. if several sub-contractors are involved and the total amount is higher than 30% of the total budget) or individual sub-contractors only. For example, in a situation where one subcontractor would be given a proportion of 31% and one a proportion of 15%, would both have to provide the economic and financial capacity form?

Furthermore, we envisage to involve some individual experts who have stated that it would be difficult to provide the economic and financial capacity form since they would be involved as individuals rather than as e.g. an institute or university. What type of information would they be required to provide if we reach a higher share of subcontracting than 30%, but none of the shares for the individual experts exceeds 30%?

**Answer 2:**

In a situation where one subcontractor would be given a proportion of 31% of the contract value and one a proportion of 15% the contract value, there is obviously a subcontractor who needs to make evident its financial viability. In this case the other subcontracted part can be considered as being below the maximum of 30%.

For a physical person whose subcontracted share is above 30% the financial statement should be included into the tender and only two lines on Turnover filled in.