



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Sarajevo,

### **Clarification No. 1**

Project Title: IPA-institutional capacity development of 3 innovation centres and the research sector in Bosnia and Herzegovina - negotiated procedure

**Tender No:** EC/BiH/TEN/11/027

#### **Question No. 1**

Relating to page 4 of the Instructions to Tenderers, and the requirement for documentary proofs for Key Experts, can you please provide clarification on the following issue:

Our previous tender for this project was rejected because our key expert candidates 'failed to prove' that they met certain specific professional experience requirements, despite the fact that their CVs actually indicated they did have the required experience. In this context, we can only assume that the tender was rejected because the employment references provided did not explicitly describe in detail the nature of the expert's experience.

In many cases, employment references only provide general information (confirming dates of employment and the general role of the employee), and do not always give details of the specific activities that the employee has undertaken.

Furthermore, it is not always possible to subsequently request more detailed references to include details of specific activities, particularly in cases where the company has since closed down, or previous employers have left.

With this in mind, is it the case that employment references of the Key Expert candidates must explicitly mention all of the specific professional experiences required by the ToR?

To avoid the risk of our next tender being rejected for the same reasons, we would be grateful if you could provide further guidelines on what will be considered as acceptable proof of experience for Key Expert candidates.

#### **Answer No. 1**

As informed in ItT, only the qualifications and experience supported by the documentary proofs will be taken into account when evaluating the KEs. In addition to the employer's certificates or references the proofs may also include specific contracts, ToRs, job descriptions, etc. proving the experience required in ToR and indicated in the KE's CVs.

#### **Question No. 2**



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We understand that although this invitation is launched as a negotiated procedure, it is addressed to all short listed consortia of the first restricted invitation to tender (EA/129575/C/SER/BA) which was cancelled and it concerns a re-submission of a full tender dossier.

In order to be able to prepare our technical and financial proposals to tender we would be grateful if you could clarify the reasons behind the cancellation of the original tender.

### **Answer No. 2**

As indicated in the Letter of Invitation, the negotiated procedure in question is launched after the tender procedure with publication reference EA/129575/C/SER/BA has been cancelled.

List of invited tenderers (= shortlisted consortia for the cancelled tender ) is an integral part of the Negotiated Procedure Dossier, under Part C – Other Information.

As per Cancellation Notice, 5. Other information : " The tender procedure for this project has been cancelled due to the fact that none of the tenders received was found to be technically qualitatively worthwhile."

### **Question No.3**

In the document "Invitation to Tender" it is stated that the indicative starting date of the project is June 2012. In the document "Terms of Reference", however, it is stated May 2012. Which starting date should we use in the statement of exclusivity and availability for our Key Experts?

### **Answer No.3**

Please use the date stated in the "Instructions to tenderers", June 2012