



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

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**Clarification No.1 to PN  
Training in Administrative Procedures  
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**Question 1:**

Having carefully reviewed the Service Procurement Notice (SPN) published for the tender EuropeAid/132930/C/SER/BA, we would like to ask whether ongoing projects carried out by the candidate, with a long duration, would be acceptable and valid under point 21.3.1, if the major part of the project had been completed within the stipulated time period, as envisaged in the Practical Guide 2.4.11.1.3.?

**Answer 1:**

The project the candidate refers to could have been started/implemented/completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. The candidate may refer to a part of a project where the contract is not yet completed, but then only the part which is successfully completed may be used as reference. The overall budget of the project, the amount, scope and the end date of the part already completed as well as proportion carried out by the candidate must be clearly presented in the experience reference. The candidate needs to be able to submit documentary evidence of this part's successful completion, e.g. a statement from the entity which ordered or purchased the service.