



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Clarification No. 1 to Service Contract Notice

Project Title: Support to management of the EU Info Centre in Bosnia and Herzegovina
Publication reference: EuropeAid/135845/DH/SER/BA
Tender No: EC/BIH/TEN/14/015

Question 1: In Service Contract Notice regarding aforementioned Tender is stated that application must be submitted using standard application form and using link in Notice we have found application form, which is attached in this e-mail. We would like to know is this form appropriate for the Application and if it is not, can you provide us appropriate one?

Answer 1: The correct application form can be downloaded from the link provided in the Contract Notice:
http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm

Question 2: We should prove our technical capacity and we would like to know which documents should be attached with the Application Form, and should they be originals or copies?

Answer 2: Statements, certificates or any other evidence of the experience are not to be submitted at the pre-qualification stage.
The short-listed candidates will be requested to submit evidence that they do not fall into the exclusion situations described under section 2.3.3 of the Practical Guide with their offer, in addition to documentary evidence of the financial, economic and professional capacity declared in their application form, as well as evidence of technical capacity for those references taken into consideration to qualify the candidate for the shortlist, according to the selection criteria specified in the Contract Notice (see further point 2.4.11 of the Practical Guide).

For more information on the specific procedure, please see sections 2.4.3. Restricted procedure and 3.3 Restricted tenders (for contracts of € 300 000 or more) of the Practical Guide to contract procedures for European Union external actions, which can be downloaded from the following link:

<http://ec.europa.eu/europeaid/prag/document.do>

Question 3: Shall we attach any other additional documentation with the Application Form as proof of our Economic, financial and professional capacity?

Answer 3: Please see Answer 2 above.

Question 4: Could you kindly confirm that, tenderers are requested to provide performance proofs for the references used in the Application Form only if they will be on the shortlist and at this stage this kind of evidence it is not required?

Answer 4: Please see Answer 2 above.