

### ***Frequent Questions and Answers:***

#### **1. What are the documents which need to be provided?**

The documents to be provided are:

- **One** completed and signed copy of the Act of Engagement;
- A list of all owners and executive officers, for legal persons only;
- A detailed CV, preferably in Europass Format, and motivation letter demonstrating clearly that the tenderer fulfils the eligibility criteria; legal persons need to supply the CVs of the employees that would be assigned to the tasks under this framework contract;
- Example of a recent deliverable in a related activity.

#### **2. In the Act of Engagement, what does the “Total” related to the daily fee refer to?**

Under the line “Total”, the same amount as in the “Daily fee” should be put.

#### **3. Is there an exclusion level regarding the daily fee?**

There is not an exclusion level regarding the daily fee, and it is up to the service provider to indicate it according to his/her discretion. Please note that the financial offer is weighted at 20% of the overall assessment.