



CALL FOR TENDERS

PROVISION OF TECHNICAL ASSISTANCE TO SELECTED LINE-MINISTRIES IN PREPARING SECTORAL SPECIAL TRAINING PROGRAMMES

(One-off contract 4708/2020/38)

QUESTIONS & ANSWERS

17 March 2020

Question 1:

Are there specific forms/templates for CV and Motivation letter that tenderers are to use?

Answer:

Documents to be provided are listed in part F of the Tender File/Terms of References. No specific form is required. However, please note the CV should not be longer than 4 pages while the motivation letter should not be longer than 2 pages.

Question 2:

Is there a specific form/template for providing the list of owners and executives, for legal persons?

Answer:

Documents to be provided are listed in part F of the Tender File/Terms of References. No specific form of the list is required. However, please note most tenderers being legal entities are providing a copy of the extract from the Business/company registry.

Question 3:

Is there a specific form/template that should be used for the Report on recommendations (deliverable 2 in Lot 2) and what is the expected size of this Report?

Answer:

There is no specific form/template of the Report on recommendations (deliverable 2 in lot 2), nor predetermined minimum size, as long as all listed elements are covered. Please note all three consultants are expected to work as a team and to agree jointly on the form and size of the mentions Report.

Question 4:

Deliverable 1 in Lot 2 requires " Up to five TNA Reports drafted in line with the Instructions on TNA Methodology for Employees in Public Administration and its Annex I". In case less than five TNA reports are finalised by the stated deadline (5 June), would that be considered as a cause for breach of the contract (in line with Article 5 of the Legal Conditions of the Act of Engagement)?

Answer:

Five ministries have expressed their interest to take part in this Activity, therefore, it is expected that 5 SSTPs will be prepared (including 5 TNA Reports).

In case work/deliverables are delayed directly due to the lack of ministries' dedication and commitment, this will not constitute a breach of contract. Please note the deadlines for delivery of expected services may be extended with written agreements of both Contracting Party (the Council of Europe and the Provider/Consultant) and the Project Beneficiaries.

Question 5:

How does the declaration of state of emergency in Serbia affect this tender? Does it affect the deadlines stated in the AoE /One-off contract, in terms of some specific delay?

Answer:

Please note that due to the state of emergency declared by the Government of Serbia on 15 March 2020, caused by the COVID-19 pandemic, changes to the deadlines in the Act of Engagement are possible as well as cancellation of the entire procurement procedure pending on further developments (in line with Article 7 of the Legal Conditions on Case of Force Majeure).