



CALL FOR TENDERS

PROVISION OF TECHNICAL ASSISTANCE TO THE MINISTRY OF PUBLIC ADMINISTRATION AND LOCAL SELF-GOVERNMENT IN DEVELOPING COMPETENCIES FRAMEWORK FOR LOCAL GOVERNMENT EMPLOYEES

(One-off contract 4708/2020/39)

QUESTIONS & ANSWERS

29 May 2020

Question 1:

Is this call open for physical or legal persons?

Answer:

As specified in the Tender Rules in Part A of the Tender File, the tenderer must be either a natural person, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the present Tender File and Act of Engagement.

Please also note that, in accordance with Exclusion criteria described in Part D of the Tender File, tenderers shall be excluded from participating in the tender procedure if they are public servants employed at central, local or provincial level.

Question 2:

When applying, do we have to complete and submit a project document?

Answer:

As specified in Part F of the Tender Files (Documents to be provided), the tenderers are invited to submit:

- A completed and signed copy of the Act of Engagement
- For tenderers subject to VAT only: a quote, describing their financial offer, in line with the requirements of section C of the Tender File (see above);
- A list of owners and executive officers, for legal persons only;
- CV (no longer than 4 pages);
- Motivation letter (no longer than 2 pages) showing the understanding of the scope of this programme assignment and main challenges for its successful delivery.