

**Tender procedure for the provision of Purchase of national consultants services**  
**for the Project “Youth for Democracy in Ukraine”**

Contract N° 8712/2020/03

BH 8712

**Question.** Скажіть, будь ласка, це має бути тільки громадська організація чи є можливість подаватися і державним установам.

**Answer.** As it is mentioned in [the tender file](#) - The tenderer must be either a natural person, or a legal person except consortia.

State agencies can apply in case they have the rights to provide these services and to receive money for providing these services.

**Question.** Do I need to submit officially translated/stamped registration documents in order to apply? Or my own translation is enough?

**Answer.** Please provide a scan of the registration documents in an original language and a short description in English. The translation made by you is enough.

**Question.** Can I send ACT OF ENGAGEMENT in PDF format to you without the Legal Conditions section, because only 5 pages fit in one PDF page.

**Answer.** As it is indicated in [the Act of Engagement](#), The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.

**Question.** Registration documents - do you need to provide a scan and a short annotation in English (this format is used in the tender)?

**Answer.** Yes, please provide a scan of the registration documents in an original language and a short description in English.

**Question.** Do you need all the analytical materials (examples of work) must be translated into English? These documents are quite large in volume.

**Answer.** No, we don't need to have fully translated version of the samples of the information confirming the expertise (the analytical materials). Please provide your samples in an original language and a short description in English.