

Європейський Союз та Рада Європи працюють разом для підтримки в'язничної реформи в Україні
EU and Council of Europe working together to support to the Prison Reform in Ukraine



**Provision of consultancy services in the area of the prison reform in Ukraine
International public call for tenders / Framework contract
2020/AO/19**

Deadline for submission of tenders - 10 April 2020

Questions & Answers

Question: We want to participate in this tender as foundation. Three (3) experts are available.

- a. We expect you will reimburse for one expert, even if more (2 or 3) experts will work.
- b. we expect that you will reimburse travel and hotel expenses for one expert, even if more (two or three) experts will travel?
- c. (in other words: we will have to pay for travels and accommodation for more than one expert ourselves?

Answer: According to Article 6 of the Tender Rules, “the tenderer must be either a natural person, or a duly registered company under sole proprietorship of a natural person, or equivalent”.

Question: All contacts and arrangements in Ukraine will be taken care of by CoE? f.i. travels to locations/pilot prison, interpreters, etc.?

Answer: Yes

Question: Concerning legal conditions 3.3.: CoE will not cover liability insurance? (Insurance to cover costs in case damage is caused to a person or goods by an expert)

Answer: The Provider will have to make its arrangements with regard to civil liability insurance.

Question: Will an audit report be required after the project, for auditing of the accounts?

Answer: Once completed, the project in the framework of which the present Call for Tenders has been launched may be subject to an audit.

Question: The documents to be provided includes '*Three relevant references from previous employers or clients (name, surname, phone number or e-mail).*' It is not clear whether you just require the contact details of my referees or actual written references from each referee commenting on my professional ability, quality of work etc.

Answer: As indicated in the Tender File, the contact details of three references (name, surname, phone number or e-mail) are required.