

## CALL FOR TENDERS

### FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES UNDER THE COUNCIL OF EUROPE PROJECT "ENHANCING EMPLOYMENT RIGHTS IN THE REPUBLIC OF MOLDOVA"

2023/AO/67

#### Clarification questions to the tender documents

QUESTIONS	ANSWERS
<p><b>Question 1:</b> Referring to tender 2023/AO/67 - "Enhancing employment rights in the Republic of Moldova," is there a platform where we need to register in order to access the remaining documentation? In this documentation, it is not clear from the Eligibility criteria section how many experts are being sought; only the conditions are provided. The documentation itself includes an email address to which the documents should be sent, but are there designated templates into which we need to place the documents?</p>	<p><b>Answer to Question 1:</b> The tenderer must be either a natural person, a legal person, or consortia of legal and/or natural persons.</p> <p>The tender documents include the Call for Tenders and the Act of Engagement. There is no need to register on a specific platform to access the tender documents. The tender documents were published on the <a href="#">Calls for tenders web page of the Council of Europe</a> and <a href="#">the web page of the Council of Europe Office in Chisinau under, Announcements section</a>.</p> <p>The maximum number of providers to be selected for each specific lot under this Call for Tenders is provided under Section B. Lots from the Call for Tenders.</p> <p>Tenders must be sent to the Council of Europe electronically, by <b>email only (with attachments)</b>. Electronic copies shall be sent only to <a href="mailto:cdm@coe.int">cdm@coe.int</a> with reference to the <b>no. 2023/AO/67</b> in the subject field. <b>Tenders submitted to another e-mail account will be excluded from the procedure.</b></p> <p>The deadline for the submission of tenders is <b>29 August 2023 by 23:59 CET</b>.</p>
<p><b>Question 2:</b> Regarding LOT 2 from the Call for tenders 2023/AO/67 Documents to be provided for legal persons, which document or proof should be provided for technical capacity mentioned in Eligibility criteria: At least 3 years of professional experience in the areas related to the fields of expertise as described above under the scope of each lot the Tenderer is applying to. Is there some template for relevant references/projects which tenderer has implemented, what should be the size of the reference when we</p>	<p><b>Answer to Question 2:</b> The documents to be submitted by the legal persons are presented under <b>Section G. Documents to be provided</b> from the Call for Tenders. Please, see them below:</p> <ul style="list-style-type: none"> <li>• <b>the detailed CV(s)</b>, preferably in Europass Format, of the consultant(s) who is/are proposed to undertake the work under the contract, demonstrating clearly that the eligibility criteria are fulfilled;</li> <li>• <b>a motivation letter</b> (up to 1 page), demonstrating clearly that the tenderer has the experience and</li> </ul>

<p>speak about the amount implemented and is there some time frame, we should take care of: like three years from submission deadline, five years from submission deadline?</p>	<p>expertise required, and additionally include the following information;</p> <ul style="list-style-type: none"> <li>- <b>a list of all consultants</b> (natural persons) who shall be allocated to the execution of the contract;</li> <li>- at least <b>2 (two) samples of work/deliverables</b> (as annexes) or references/links to publications, legal assessments/analyses, reports, studies, including records of trainings/conferences etc., relevant to the experience the tenderer claims in the areas covered by the lot(s) to which the tenderer applies (should submit one in English and/or one in Romanian) and produced by the consultants (natural persons) allocated to the execution of the contract;</li> <li>• <b>contact details of 3 (three) relevant referees</b>, from among previous employers/clients/international organisations (name, surname, phone number and e-mail);</li> <li>• <b>copy of the registration documents</b> (in Romanian) with brief translation into English of the key information about type of economic activities.</li> </ul> <p>The detailed CV(s) of the consultant(s) who is/are proposed to undertake the work under the contract should demonstrate clearly at least 3 years of professional experience in the areas related to the fields of expertise the tenderer is applying to.</p> <p>There are no specific templates for the presentation of relevant references/projects. This information should be presented as per tenderer's consideration.</p> <p>As regards the size of the reference, according to the Eligibility criteria under <b>Section F. Assessment</b> of the Call for Tenders, the tenderer should have at least 3 years of professional experience in the areas related to the fields of expertise the tenderer is applying to.</p>
<p><b>Question 3:</b> Regarding the motivation letter up, should it be up to one-page together with list of all consultants, contact details or it can be on additional page.</p>	<p><b>Answer to Question 3:</b> The motivation letter should be up to 1 page, demonstrating clearly that the tenderer has the experience and expertise required under the Call for Tenders.</p> <p>The list of all consultants (natural persons) who shall be allocated to the execution of the contract should be presented on a separate page.</p> <p>The contact details of the consultant(s) who is/are proposed to undertake the work under the contract should be presented in their CVs.</p>