

TENDER FILE / TERMS OF REFERENCE
(Competitive bidding procedure / Framework Contract)
Purchase of consultancy services on graphic design
Contract N°8803/2022/8

QUESTIONS/ANSWERS

1.	TENDERERS AND REGISTRATION DOCUMENTS
	<p>QUESTIONS RECEIVED:</p> <ul style="list-style-type: none"> • <i>Is this tender procedure open to companies from all over the world, or is it restricted only to companies from Ukraine?</i> • <i>Under item G: “Documents to be provided”, legal persons are required to submit their registration documents. However, the copy of the original documents is requested in Ukrainian and/or English. Our company is registered in Argentina and our registration documents are in Spanish – could we submit the copy of the originals as they are or is translation required?</i> • <i>Since in our case original registration documents are available only in Italian, is it ok to provide you with these copies, or do you need a translation attached?</i> • <i>We are a service provider with offices in Chennai, India. Do we have the right to present our proposal?</i> • <i>Could we handle this from our operations centre in Chennai, India?</i> • <i>Should we submit a Ukrainian translation and notarized translation of our firm registration certificate?</i>
	<p>ANSWER:</p> <p>The tender procedure is open to individuals and companies from all over the world, it’s not restricted only to Ukrainian tenderers. However, it should be taken into account that large portion of the graphic design will imply the use of the Ukrainian language. Tenderers are requested to submit registration documents either in English or Ukrainian. If original registration documents are made in any other language, the translation of registration documents in English or Ukrainian shall be ensured and submitted together with other documents requested in the tender.</p>
1.1.	<p>CONSORTIUM</p> <p>QUESTIONS RECEIVED:</p> <ul style="list-style-type: none"> • <i>Considering that we are a group of self-employed professionals, each one with their own VAT, shall we apply as a Consortium?</i> • <i>Can thus the Provider information and Bank details be from different legal persons?</i> • <i>Should the registration document be provided for all professionals involved, or just for the Representative?</i> <p>ANSWER:</p> <p>Following the definition of Consortium, which for the purpose of this tender procedure reads as follows – <i>A consortium is a group made up of two or more individuals, companies or governments that work together toward achieving a specific objective, such as a public contract. The objective and the relationship between the group members must be laid down in a consortium agreement –</i></p> <p>it is possible to apply as a consortium if a tenderer has respective consortium agreement that should be respectively provided together with other tender documents when submitting the tender proposal.</p> <p>The consortium agreement shall clearly indicate: (i) written agreement of all consortium participants to bid for this tender; (ii) leading entity of the consortium, who will be</p>

	<p>submitting all the required documents (including CVs of all consortium participants) on behalf of all consortium participants; (iii) bank details to be used for payments hereunder. If a tenderer is a consortium of natural persons, that should be duly reflected in respective consortium agreement. The CVs of all natural persons forming a consortium should be provided.</p> <p>Herewith, natural persons may also apply individually. Please, consider that multiple tendering is not authorized, so natural persons may either bid individually, or as consortium.</p>
<p>2.</p>	<p>TENDERER's CVs / PROFESSIONAL PROFILES</p> <p><i>QUESTIONS RECEIVED:</i></p> <ul style="list-style-type: none"> • <i>Should we use the Europass format for our CVs?</i> • <i>Should CVs be provided for all professionals involved? And if no Europass document is available, what are the most useful details to include for your consideration?</i> <p><i>ANSWER:</i></p> <p>A tenderer applying as natural person should provide his or her CV, preferably in Europass format, which reflects the key information to be provided when applying for the job/tender/competition.</p> <p>A tenderer applying as a legal person should provide its professional profile. There is no specific requirement as to the format of the professional profile, although the professional profile shall clearly demonstrate that the tenderer (staff proposed to be engaged for the activities) fulfils the eligibility criteria.</p> <p>If a tenderer is a consortium of natural persons, that should be duly reflected in respective consortium agreement. The CVs of all natural persons forming a consortium should be provided.</p>
<p>3.</p>	<p>FEES</p> <p><i>QUESTIONS RECEIVED:</i></p> <ul style="list-style-type: none"> • <i>To apply to the Call for tender, for now only the 'Daily fee for consultancy services on graphic design' row in the Act of Engagement table shall be filled, while specific quotations for type of deliverables requested shall be sent only upon signature of the framework agreement at the moment of order requests? Or should an indicative price list for graphic design services be sent already now in a separate document?</i> <p><i>ANSWER:</i></p> <p>Tenderers are invited to indicate their daily fee for consultancy services on graphic design for different types of design services and respective deliverables (listed in tender file: Section B. EXPECTED DELIVERABLES. Scope of the Framework Contract). These fees are final and not subject to review. The orders will specify the fees for particular deliverable considering the daily fee and the number of days necessary to deliver the requested services.</p>
<p>4.</p>	<p>SAMPLES OF PREVIOUSLY DEVELOPED MATERIALS</p> <p><i>QUESTIONS RECEIVED:</i></p> <ul style="list-style-type: none"> • <i>Can the 10-15 samples be provided together in a single PDF portfolio showing the images of past works?</i> <p><i>ANSWER:</i></p> <p>It is possible to provide samples of previously developed materials in a single PDF portfolio.</p>