

## PROFESSION OF LAWYER

### Consultancy services - Study on the feasibility of a European legal instrument on the profession of lawyer

#### Questions & Answers

1. Question: Total number of pages for the draft report
  - ▶ Answer: There is no minimum or maximum page limit. Something between 30 and 50 pages would be a possibility. What is important is that the tasks specified in the Act of Engagement (a to f) are all dealt with and as concisely as possible.
2. Question: In the draft Act of Engagement there is column headed "Exclusion level in Euros" at page 4. It appears to indicate a maximum figure for the entire project at €4,002.00. The Terms of Reference appear to indicate that any bid which exceeds this figure will be automatically disregarded. Is this correctly understood?
  - ▶ Answer: It is correct that any bid exceeding the maximum figure of 4002€ (the exclusion level) will be excluded.
3. Question: From the description of the tender process, it appears that the contemplated budget for this project as a whole falls within a band for which the upper limit is €150,000. Does that imply that the successful tender cannot (is unlikely to) exceed €150,000 maximum? If so, is that an effective overall cap, and is it intended to be inclusive or exclusive of VAT.
  - ▶ Answer: The figure of €150,000 (excluding VAT) does not relate to the anticipated cost of the project but rather to a maximum limit of purchase in the relevant procurement procedures (Rule 1395) and below which recourse can be had to a competitive bidding procedure, as in this case.
4. Question: Section F of the ToR asks tenderers who are subject to VAT to provide a 'quote describing their financial offer, in line with the requirements of section C of the Tender File. Does this mean that, in addition to filling in the tender file, I will have to provide a separate document, with a more detailed budget breakdown? If so, can you please outline the additional information required.
  - ▶ Answer: The invoice is established once the services are delivered. The quote is established as per the invoice but before the services are delivered. It shall indicate detailed information

on the services provided (or to be provided in the case of the quote) - Please refer to “fee and deliverable” table in page 4 of the Act of Engagement and to “invoicing” section in its page 5.

5. Question: Section F of the ToR also asks to provide a sample not exceeding three pages (i.e an extract). The Terms of Reference for the tender requests that writing samples are limited to 3 pages. Is that a strictly applied rule? it would be more useful to see one report submitted in full. Is it necessary to extract three pages, or would the full report be acceptable?

► Answer: Yes, please limit the submitted text to 3 pages. The objective is to assess the quality of written communication skills and not knowledge of the subject area.

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