

FREQUENTLY ASKED QUESTIONS CONCERNING THE MONITORING TENDER

Q: *In case of a consortium, should each partner provide the documents mentioned in point 5 “appendices” of the pre-qualification questionnaire (attachment 1) or only the lead company?*

A: In the case of a consortium, each partner *does not need* to provide the additional information requested in the appendices of point 5. Only the lead company should provide this.

Some information about the consortium members should be listed, however in the prequalification document, either in the box related to point 1) “Brief description of the core business of the candidate” OR after point 4) box entitled “Additional comments (when necessary).

Q: *Should we add the requested documents mentioned in point 5 of PQQ also to the electronic copy or is the paper version of these documents sufficient?*

A: You are *not required* to submit the additional documents mentioned in point 5 electronically. The paper versions of these documents are sufficient.

Q: *Since we have partners and consultants in many of the partner countries, we have over 50 consultants’ names that we would like to submit in round 1 (tender pre-qualification) for the monitoring. Are we allowed to submit over 50 consultant names in the prequalification Attachment 2? We understand that phase 2 of the monitoring tender is limited to 50 CVs, so we would appreciate your confirmation.*

A: Yes, you can submit names of more than 50 consultants in the pre-tender qualification, and your list in Attachment 2 can be as long as you like, bearing in mind the limitation of 3-4 consultants per country & sector combination and provided that all the consultants listed will be available for monitoring work in the future Framework Agreement.

Q: *When you speak of “references” in the Attachment 1 of the pre-qualification sheet, are these persons or tasks? Is the focus to provide you a list of 5 projects we have done and the contact person for them or 5 reference persons who are aware of our work and give examples of that work they contracted from us?*

A: In the Reference section, we would like you to provide a list of 5 projects you have done and the contact person for the projects for which you have been engaged. If you have additional references you would like to name, you can provide these in the ‘comments’ section.