



## CLARIFICATION No 1

*Development of communication products, tools and materials, publications design, editing and printing, advertising spots creation and promotion*

for the project RORS20 related Interreg-IPA Cross-border Cooperation

Romania – Serbia Programme

Publication ref: **RORS20/Procurement03**

### Clarification needed

#### Questions and answers:

1.

Q1. Please provide the information about the way to submit the tender with complete address, person and all the secondary information in order to enable us to perform the delivery of my tender

#### Response:

A1. In the document named "b8o5\_Instructions\_to\_tenderers" from the documents you have downloaded from BRCT's website, at page 6, article 8 Submission of tenders, you will find all the details where you and all the tenderers may deliver their offers.

**In order to clarify, here is the content of the paragraph:**

*Tenders must be delivered to the Contracting Authority for receipt before 20.11.2017, 16:00. They must include the requested documents in clause 4 above and be sent:*

- **EITHER** by recorded delivery (official postal service) to:

*Timisoara, Parvan Bulevard, no. 4  
Registration Office  
West University of Timisoara*

- **OR** hand delivered (including courier services) directly to the Contracting Authority against a signed and dated receipt to:

*Timisoara, Parvan Bulevard, no. 4  
Registration Office  
West University of Timisoara*

2.

Q2. Please specify the financial amount (global ones) for each lot, even the financial approved lines (if any)

**Response:**

A2. In the document named "b8o5\_Instructions\_to\_tenderers" from the documents you have downloaded from BRCT's website, at page 5, article 4.2. Financial offer, please find all the details about the financial offer, global and per lots.

**In order to clarify, here is the content of the paragraph:**

*Tenderers are reminded that the maximum budget available for this contract, as stated in the contract notice, is EUR 41.300 (EUR 21.800 for no. Lot 1 and EUR 19.500 for Lot no. 2). Payments under this contract will be made in the currency of the tender.*

3.

Q3. Please clarify if staff, experts and backstopping are also required because within Annex III you require as well as the same information is presented with their own columns in the "administrative compliance grid" (which implies that there will be evaluated) but in the annex II - Terms of reference (which is the main body of the documents) at the page 10 you mention at "Requirements" that key experts, other experts, support staff and backstopping are not "required/appropriate".

**Response:**

A3. In the document named "b8f\_Terms\_of\_reference\_TOR" from the documents you have downloaded from BRCT's site, at page 10, article 6.1.1 Key experts we clearly specified that **Key experts are not required.**

Key experts will not be a rating criterion for any potential bidder. The document called "administrative compliance grid" represents a template provided by the IPA sets of documents so we cannot modify those documents, but it will be filled in when we will make the evaluation "not required". So you and all the tenderers can send the offer without key experts.

Also you can come with any expert you think is useful in implementing the tasks, but we do not want you to bring key experts and we will not overlook this. In the document named "b8g\_Organization&Methodology" downloaded from BRCT's site, at page 1, article 3.

**Backstopping**, you can find this information that shows what you have asked in the question:

*A description of the support facilities (back-stopping) that the contractor will provide to the team of experts during execution of the contract. The back-up function will be assessed in the evaluation and should be carefully explained in the organisation and methodology, including the list of staff, units, capacity of permanent staff regularly intervening as experts on similar projects, provision of expertise in the region/country or origin as well as partner countries, organisational structure, etc. which are supposed to ensure that function, as well as the available quality systems and knowledge capitalisation methods and tools, within the respective members of the consortium.*

4.

Q4. Please present the grid of evaluation

Response:

A4. In the set of documents downloaded from the BRCT site you find a document named "b8m2\_evalgrid\_global\_en". This is the evaluation grid.

5.

Q5. Regarding the information below please provide it, if possible, in the appropriate form of Part A, Part B and Part C together with the draft for the contract as usually practice at this programme.

Response:

A5. According to the procurement plan agreed by BRCT for IPA projects INTERREG II, the West University of Timisoara has only ongoing acquisitions under the competitive procedure. What you ask for is the simplified procurement procedure what our institution does not have. So please download the set of documents according to the PRAG procedure according to the details below.

Please find all the documents you need on this link:

[http://www.romania-serbia.net/?page\\_id=1749&lang=en\\_GB](http://www.romania-serbia.net/?page_id=1749&lang=en_GB)

20.10.2017

Beneficiary: West University of Timisoara

eMS code: RORS-20

Object of the procurement: Development of communication products, tools and materials, publications design, editing and printing, advertising spots creation and promotion

Documentation [download](#)

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