To whom it may concern,

Following the request for clarifications submitted by an economic operator, the Contracting Authority informs all interested parts of the questions and answers:

1. In the tender documents it is not clear who will have responsibility for the participants’ selection (close related with the Training Needs Analysis). Please tell us who will select the participants?

The participants will be selected by the Beneficiary (i.e. the Contracting Authority). The Contractor is welcome to make suggestions.

1. Please detail what are the emergency structures (eg.: emergency situations inspectorate, prefecture, etc.)

Emergency structures staff ( local crisis staff) represents:

* employees of Emergency Situations Inspectorate Banat of the Timis County (<http://www.isutimis.ro/index.php/despre-institutie/organizare/inst-subordine>)
* representatives ( technical experts) of the Timis County Emergency Situations Committee and technical support committees (<http://cjsutm.ro/membrii-cjsu-timis/>)

Community leaders staff represents:

* employees / representatives of the local public administrations from Timis County with attribution in the field;
* local public administration representatives from the Timis County Emergency Situations Committee and technical support committees (http://cjsutm.ro/membrii-cjsu-timis/)
1. Taking in consideration that the participants are Romanians (from Timis county), tell us if the support materials (for training packages, round tables and awareness meetings) should be also in another language other than Romanian. Please specify.

The official language of the IPA Romanian-Serbia Cross Border Program is English; therefore the support materials must be in both English and Romanian.

1. Please detail the documents necessary for legal entity.

Apart from the declarations and statements indicated in the Instructions to tenderers, a legal entity must submit documents that prove that the entity has the legal right to perform the activities in the Contract (e.g. has the appropriate NACE – CAEN – code); also documents that prove that the person who signs on behalf of the company is duly authorised to do so. For Romanian Companies a detailed Registry of Commerce certificate supplies both information. For foreign registered companies similar (equivalent) documents must be submitted.

Before signing the contract the awarded tenderer must supply proof of the statements submitted in the offer, namely that is not in any of the situations excluding them from participating in contracts, which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions; for Romanian companies this is proved by submitting a valid certificate from the Ministry of Finance regarding the payment of dues to the State Budget and National Budget and a valid certificate from the local authorities regarding the payment of dues to local budgets. For foreign registered companies similar (equivalent) documents must be submitted.

1. Except the costs for participants related to: coffee breaks, meals/Swedish buffet, are there other related costs per participants, like; transport, accommodation?

NO.

1. According to what is mentioned below in the Chapter 4. Scope of the work, 4.1 General, 4.1.1. Description of the assignment “Consultant TEAM will cooperate with CA and LP from Serbia in order to develop………. training packages”, please tell us if for the development of the training structure and materials is it necessary a correlation with another training organized for the Serbian by the LP?

The project proposes the organization of training on both sides of the border, having in sight the same structure and modules (resulting from the already performed training needs analysis and mentioned at point 4.2. Specific activities).

The content of the training will be adapted and developed in accordance with specific field situation and training needs in each country. Under this contract the Consultant will develop training materials for the Romanian side, respecting the required synthetic structure and modules.

The Beneficiary (i.e. Contracting Authority) will ensure that the Serbian partners are consulted and informed. In addition the round tables will offer the chance of cross-border dissemination of training results from both sides of the border.