

Questions & Answers

Question 1

How should a tender be submitted? Is it possible to send it by e-mail as a PDF or is it required to provide a paper copy?

Answer 1

The tender should be submitted via email to naval@seaeurope.eu in PDF format. The paper copies will be requested only to the winning tender.

Question 2

The tender specifications indicate: - Criterion F1: Annual turnover in the last two financial years above EUR 400,000; this criterion applies to the leader in case of a joint tender.

Is an average turnover over EUR 400,000 in the two last financial years sufficient to comply with Criterion F1?

Answer 2

An average turnover over two financial years above or equal to the value specified in Criterion F1 is accepted.

Question 3

Annex 1: in the section *Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance)*. Can you please clarify what information is requested exactly?

Answer 3

It is sufficient to describe how the social security (elements such as health security, pension scheme, unemployment insurance, accidents insurance, etc.) is handled at the place of employment.

Question 4

Criterion F3: The tenderer must have a professional risk indemnity insurance of at least EUR 150,000; this criterion applies to the leader in case of a joint tender.

Would a declaration on honor declaring that the tenderer will take out said insurance be sufficient (conditioning the signature of the contract even)?

Answer 4

Yes, however, the contract cannot be awarded until such insurance will be stipulated.

Question 5

Criterion A1: The tenderer must prove experience in the field of Communications.

Evidence A1: the tenderer must provide references for at least two projects delivered in this field in the last three years with a minimum value for each project of around € 100,000.

Would a proof of participation as direct beneficiary in EU funded projects for an amount above EUR 100,000 in Communication and Dissemination activities be considered as a valid reference? Evidence would be made with closure letter copy, summary of activities developed and responsibilities in said projects.

Answer 5

Participation in EU funded projects is accepted even if not concluded. The Tenderer should submit evidence of such participation deemed sufficient to demonstrate its role and tasks.