Q1: Please could you specify if the competence criteria for study for carrying out such an audit? Are the EU looking for a fully qualified and experienced ISO or ISM auditor for example OR would the EU accept general audit experience coupled with maritime qualifications and a good understanding of the MLC?

A1: The criteria as foreseen in tender specifications are exhaustive. As said under point 2.3 (Selection criteria) of the tender specifications: "Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender,". In this context, special attention is to be paid to point 2.3.2 of tender specifications, specifying the experience requirements to the tenderer as well as to the team performing the contract.

Q2: The language requirements that are set, collectively the team should have knowledge of a least 3 European Languages including Russian. How important they are? Would three and more languages be sufficient excluding Russian?

A2: According to the criteria as foreseen under point 2.3.2. b) in tender specifications 'collectively the team should have knowledge of at least 3 EU languages and Russian, as well as proven experience of 5 years in data collection techniques.' In this context, knowledge of Russian comes in addition to at least three EU languages which are listed on the following website: [http://ec.europa.eu/languages/languages-of-europe/eu-languages_en.htm](http://ec.europa.eu/languages/languages-of-europe/eu-languages_en.htm)

Q3: Could you please inform us whether a specific format for preparation of the budget is available?

A3: Please note that there is no specific format for preparation of the budget available.

Q4: Please clarify whether Article II.16 on "Reimbursements" of the general conditions is applicable in the context of this contract?

A4: According to point 2.6 of tender specifications "the quoted price must be a fixed amount which includes all expenses including travel and subsistence. Travel and subsistence expenses are not refundable separately." Article I.3.1 of the draft contract (Special conditions) also refers to the maximum total amount covering all tasks executed, to be paid by the Contracting Authority to the Contractor. The Special conditions, in turn, prevail over the General conditions – please see page 27 of the draft contract.
Therefore, Article II.16 of General conditions is not applicable.

Q5: Would the Commission consider identifying which are the “main labour EU and non EU seafarers’ supplying countries” for the purposes of this contract?

A5: The Commission has identified as the" main EU and non EU labour supplying countries" the countries mentioned under the Para. 3.2. "Geographical scope" of tender specifications (pp. 12/13). However, the bidders can add other countries to this list if they consider that they are relevant for the fulfilment of the objectives of the study.

Q6: We would need a clarification concerning a request of Annex 1 of the Tender Specifications regarding "Description of statutory social security cover and non-statutory cover (supplementary professional indemnity insurance)". What kind of description should we provide?

A6: Please briefly describe the nature of the entity providing social security coverage to your organisation and the members of your organisation, including their eventual supplementary professional indemnity insurance.

Q7: In section 2.3.2.c (Evidence) under the list of relevant services it says ‘The most important services shall be accompanied by certificates of satisfactory execution, specifying that the have been fully completed’. If these certificates are not available could you please advise of the acceptable alternatives (e.g., excerpts from invoices or from contracts etc, or any other document) ?

A7: If certificates of satisfactory execution are not available, an alternative to these certificates could be a declaration from the client stating that the work has been performed in a professional manner and fully completed.

Q8: Could you please confirm that the copies of the specific documents (for example the profit & loss accounts or the extract from the registration court) can be submitted without any further notarisation and signatures (e.g., without signatures of persons submitting the bid on behalf of the tenderer)?

Q8: The copies of the closed P&L accounts for the last two years should be in line with national legislation. No further signature of the persons submitting the bid is required.