Q&A

Subject: Study on good practices for reducing road safety risks caused by road user distractions

Ref no: Tender no MOVE/C4/2014-332, Contract notice JO S 087-151908

Q1: Do we need original signatures from each partner on the annexes and on the application?
A1: Please see the tenders invitation, paragraph 5:

"Tenders must be:
- signed by a duly authorised representative of the tenderer. The original signature of the single tenderer’s or lead partner's authorised representative (preferably in blue ink) on the identification form (Annex 1 of the technical specifications) shall be considered as the signature of the tender, binding the single tenderer or the group of partners to the terms included in the tender;"

Detailed information about the tender documents and required signatures on the application and its annexes can also be found in the published tender specifications, chapter 1.

Please note that original signatures are required and that scanned or electronic signatures are not considered to be originals unless such exceptions are specifically mentioned in the tender specifications or tenders invitation.

Q2: If we do not have a legal representative as mentioned in legal entity annex, are other documents needed?
A2: Please see the tender specifications, article 1.6 and the information and instructions that can be found via the link provided in these tender specifications:

There you can find all information about what supporting documents are required and what information to be filled into the form, depending on whether the tenderer is a natural person, a public entity or a private company.

Q3: Is there any template for the proposal or guidelines for what the proposal should look like?
A3: There is no template or guidelines but the tender must include all the information requested in the tender invitation and tender specifications so please read these documents very carefully, notably the checklist in the tender specifications, article 1.5.

Q4: What should the proposed budget look like and how detailed must it be?
A4: Please see the tender specifications, article 2.6: "Financial offer” with the requirements for the financial offer to accompany your tender. Note especially that "The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately."
Please note also that the allocation of resources will be assessed as part of one award criteria (tender specifications, article 2.4: award criterion "organisation of the work") and the presentation of a realistic budget is therefore an important factor in the selection of tenderers.

**Q5: Do we need to add also a filled Annex 5 (contract) to the proposal?**

A5: No, the annex 5 is attached for information and will only be filled in by the successful tenderer at a later stage of the process.

**Q6: For an international consortium, would it be enough to have a copy of the signature of the bank on the financial statement instead of the original?**

A6: Please see the tender specifications, chapter 1 and in particular, article 1.6 which states that "The tenderer (only the leader in case of joint tender) must provide a Financial Identification Form and supporting documents." and also that " In order to prove their legal capacity and their status, all tenderers (including any member of a consortium of grouping) must provide a signed Legal Entity Form with its supporting evidence."

In addition, please read also the reply under A1 above.