**Subject:** Study on accident causation for traffic accidents involving powered two-wheelers and bicycles in the EU.

**Ref no:** Tender no MOVE/C4/2014-661-2, Contract notice JO 2014/S126-223447

**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: [http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm).

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.

Q7: Is it possible that the same institute participates in different consortia for the same tender?
A7: Yes; if this is the case, all the requested information and data have to be provided in each application.

Q8: Available funds considerably limit the opportunities to provide a full evaluation of the causes of PTW crashes in Europe as requested. Is co-funding permitted for this study? If the partnership is able to find additional financial support would the resulting proposal be admissible?
A8: The terms of the draft contract, as published, including the ones relating to the parties of the contract, are not to be changed.

The requirement of the procedure is that in his tender, the tenderer covers all tasks as mentioned in paragraph 3.3 of the Tender Specifications, and follows all the other terms of Tender Specifications, for the price remaining under the ceiling of one million euros as indicated in paragraph 2.6.

In their technical offers, the tenderers can also point out the aspects that they see as difficulties on the way to achieve the declared objectives, again bearing in mind that their offers would still cover the performance of all tasks as required, at the same time staying in the foreseen price limit.

Q9: In accordance with the tender specifications, would an accident between a bicycle and a pedestrian or a single bicycle accident be included under the scope of the study?
A9: No, at least one motor vehicle should be involved, so for example single bicycle accidents or accidents involving only a pedestrian and a bicycle are not included under the scope of the study.