Q&A

Subject: Service on the update of road safety observatory information


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.

Q7: Different employees from the same company could submit different offers for the same call?
A7: If this is the case, please make sure that all the selection criteria, including the one about the financial turnover (paragraph 2.3.1 of the Tender Specifications) are met.

Q8: Who has developed the European Road Safety Observatory?
A8: The European Road Safety Observatory was developed as a result of the research projects Safetynet and Dacota.

Q9: A company can submit different offers for the same call signed by different people?
A9: There is no legal ground to prohibit one (legal) entity to submit two different tenders.

Q10: An Australian partner (one University) could be member of the consortium as partner or subcontractor? Does the subcontractor with the share of work under 20% have to sign the declaration of honour or other documents??
A10: Access to entities from outside the European Union is allowed on the grounds foreseen in the WTO Government Procurement Agreement. Please refer to paragraph 1.1 of the Tender Specifications. In the case the access is entitled; entity from the third country must comply with the requirements of Tender Specifications and other tender documents in the same way as the entities of the European Union. In the case the share of work of the subcontractor would remain below 20%, it does not have to sign the declaration of honour. In no case a power of attorney is required from a subcontractor.