



## CLARIFICATION ANSWERS No. 2

### “EU Information Centre in Belgrade”

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No	Question	Answer
1.	<p>Since the <u>Contract description</u> includes „Financial and administrative management of the EUIC” as well, we would appreciate the answer to the following: If an economic operator intends to rely on capacities of other entities, should the consortium now be established (since the subcontracting is not allowed) with the company performing regularly those services for us (financial management).</p>	<p>As the subcontracting is not allowed, the applicants should consider and decide on the best form of association in order for them to be able provide the requested services.</p> <p>Applications being submitted by a <b>consortium</b> (i.e., either a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members when preparing the standard application form.</p> <p>Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available at the following Internet address : <a href="http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm">http://ec.europa.eu/europeaid/work/procedures/implementation/services/index_en.htm</a></p>
2.	<p>Is the staff to be engaged in EUIC planned activities, engaged from the contractor sources or otherwise?</p> <p>Does „the communications activities support” include PR services?</p>	<p>This information is neither available nor relevant at the prequalification stage of the procedure. The set of Terms of References, part of the tender dossier, comprises this information, that is relevant for the subsequent stage.</p>
3.	<p>Concerning references, should letter of reference be enclosed to the application?</p>	<p>No letter of reference is needed at this stage. Please complete the table on experience using the format presented in the standard application form to summarize the major relevant projects related to this contract carried out in the course of the past 3 years by the legal entity or entities making this application.</p>
4.	<p>Should a formal instrument on consortium members be provided / enclosed to the application?</p>	<p>The application must include a signed declaration using the indicated format from each legal entity making the application. All data included in the application must concern only the legal entity or entities making the application.</p> <p>Please be aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure. Please be also aware that the consortium members would have joint and several liability towards the Contracting Authority concerning participation in both the above tender procedure and any contract awarded to us as a result of it.</p>