



Belgrade,

**QUESTIONS and ANSWERS No.1**

**Thematic Programme on Human Rights and Democracy - Serbia Country Allocation  
2021**

**Publication reference: EuropeAid/173601/DD/ACT/RS**

No.	Question	Answer
1.	<p>I am writing to in regard to the lead applicant eligibility for the call EuropeAid/173601/DD/ACT/RS.</p> <p>In section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)), is written that the lead applicant must be established in a Member State of the European Union or in any eligible country, as stipulated in the basic act NDICI-GE8, (Article 28 of the Regulation (EU) 2021/947 of the European Parliament and of the Council).</p> <p>In the article, we haven't found if Serbian NGOs are eligible, but maybe we are wrong. Can you please tell us if organisation established only in Serbia are eligible, or if they have to be in partnership with NGO established in Member State of the European Union, where the Member State NGO is the lead applicant?</p>	<p>Article 28(2) of Regulation (EU) 2021/947 stipulates that without prejudice to the limitations inherent to the nature and objectives of the action, participation in procurement, grant and prize award procedures for actions financed under the Human Rights and Democracy thematic programme shall be open without limitations. In line with this, lead applicants, as well as co-applicants and affiliated entities registered in the Republic of Serbia are eligible for participation in this call for proposals.</p>
2.	<p>Euclid Infotech is a company based in Mumbai, India. We are interested in participating in the tender mentioned above hence want to get more information about the same.</p> <p>Considering the geographical constraint of personally reviewing the document, I request you to provide us the following details before we buy the document:</p> <ol style="list-style-type: none"><li>1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.</li><li>2) Soft Copy of the Tender Document through email.</li><li>3) Names of countries that will be eligible to</li></ol>	<p>This is not a tender. It is a restricted call for proposals for awarding action grants. In the first instance, only concept notes (Annex A.1) must be submitted for evaluation. Thereafter, for the concept notes which would be pre-selected, the lead applicants would be invited to submit a full application.</p> <p>To apply to this call for proposals organisations must register in PADOR and submit their application in PROSPECT (see section 2.2.2 of the guidelines).</p> <p>The procedure is described in the Guidelines for applicants published on the following link: <a href="https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&amp;nbPubliList=15&amp;orderby=upd&amp;orderbyad=Desc&amp;searc">https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&amp;nbPubliList=15&amp;orderby=upd&amp;orderbyad=Desc&amp;searc</a></p>

## FREQUENTLY ASKED QUESTIONS

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	<p>participate in this tender.</p> <p>4) Information about the Tendering Procedure and Guidelines</p> <p>5) Estimated Budget for this Purchase</p> <p>6) Any Extension of Bidding Deadline?</p> <p>7) Any Addendum or Pre Bid meeting Minutes?</p> <p>We will submit our offer for the same if the goods or services required fall within our purview.</p> <p>Also we would like to be informed of future tenders from your organization. Hence, we request you to add our name to your bidder's list and do inform us about upcoming Projects, Tenders.</p>	<p><a href="http://rs.aofr.gov.in/173601">http://rs.aofr.gov.in/173601</a></p> <p>Please also note that all eligibility criteria for this Call for Proposal are defined in the Guidelines for applicants.</p>
3.	<p>Please confirm that Declaration on honour on exclusion criteria and selection criteria (Annex H) should be signed only by the lead applicant.</p>	<p>As noted in the Guidelines for Applicants, section 2.4, on page 28, Declaration on honour on exclusion criteria and selection criteria (Annex H) <b>must be filled in and signed by the lead applicant as well as all co-applicants and affiliated entities.</b></p> <p>These filled in and signed Declarations on Honour <u>should be submitted in PROSPECT</u> and uploaded under the Tab “4 Documents - Declaration by the applicant, Mandate for co-applicants (when required), Affiliated entities statement (when required) - Annex H - Declaration of honour on exclusion and selection criteria”.</p> <p>Please note that the Declaration on Honour template is provided as Annex H in the “Documents to be completed” and <u>it is an additional document</u> to be submitted, together with the “Declaration by the Applicant” at the stage of the concept note and at the stage of the full application.</p>
4.	<p>In the Documents to be completed folder, <i>Annex L: Self-evaluation questionnaire on SEA-H</i> is a new document. Who should fill it in and where does it need to be submitted?</p>	<p>On page 28 of the Guidelines for applicants, all details are provided related to this document.</p> <p>This questionnaire should be filled in by the lead applicant as well as all co-applicants and affiliated entities. Please note that the self-evaluation questionnaire on SEA-H <u>should be submitted via PADOR.</u></p>
5.	<p>In Annex B – Budget, the lines 5.3 Expenditure verification/Audit and 5.4 Evaluation costs have a “N/A” note. Does</p>	<p>Correct.</p> <p>As in line with the Guidelines for applicants,</p>

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	this mean that the budget for the proposal should not include audit and evaluation costs?	<p>page 14, the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract will be carried out by the contracting authority or any external body authorised by the contracting authority. Therefore, this cost should not be included in the budget of the application.</p> <p>Evaluation costs are not eligible costs under this Call for proposals and therefore should not be included in the budget submitted with the application.</p>
6.	If the organisation has ongoing EIDHR project, can this organisation apply to current call for proposals with different activities?	Yes, however please bear in mind that as in line with the Guidelines for applicants, page 10, actions which are already funded by other Community programmes and undertaken before the date of contract signature are ineligible, as the same action can not be funded twice.
7.	If the organisation is part of some formal network, is it then the affiliated entity of that network?	<p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 18, <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p> <p>As in line with the Guidelines for applicants, the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicants: <i>only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.</i></p> <p>The structural link, that encompasses mainly two notions (control and membership) is explained in detail further in the text of the Guidelines on page 8. The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.</p> <p>There is also a list of entities that <u>are not considered</u> as affiliated entities on page 8 of the Guidelines.</p> <p>Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s).</p> <p><u>Please read more about Affiliated entities in the Guidelines for applicants, page 8.</u></p>

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8.	Can you please explain to us who are the Contractors?	As in line with the Guidelines for applicants, page 9, the beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.
9.	Could you provide us with the information if there are any limitations in the budget regarding the percentage of total eligible costs for staff salaries or Human Resources budget line?	<p>There are no limitations set by the Guidelines for applicants for this Call for proposal for the budget regarding the percentage of total eligible costs for staff salaries or Human Resources budget line.</p> <p>However, recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget.</p> <p>In addition, please note that the section 6 of the evaluation grid is related to the evaluation of the budget and cost effectiveness of the budget (are the activities appropriately reflected in the budget and is the ratio between the estimated costs and the expected results satisfactory).</p> <p>It is therefore in the applicants' interest to provide a realistic and cost-effective budget.</p>