

**Object: “EU for Economic Development – Tourism-led, local economic development with a focus on cultural heritage” – AID 12293”. “Communication and Advertising Services”.
Publication Ref: CIG: ZA834D0ACE. Questions and clarifications.**

Question n.1: I am interested in this tender, but I see no option for applying in the attached documents. Where I can apply?

Answer n.1: As duly specified in the “Additional Information to Tenderers” document, requests to participate must be submitted using the *request to participate form*, the format and instructions of which must be strictly observed. The request to participate form is available from the following Internet address: <https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>. You have to click on the “Annexes” link. The document to be downloaded and filled is the Annex “B3” “Standard Request to participate form”.

Question 2: In point 19 of the document Additional Information, Requests to participate format and details to be provided, there are two links to a website. However, the documents to be filled are not clearly specified. If you cannot specify which should be downloaded, would it be possible to publish the requested documents within the system in order to download them and have them available as we prepare our technical and financial proposal?

Answer 2: For the “request to participate” form, see answer n.1.

The second document to be downloaded and filled is the “Declaration on honor on exclusion and selection criteria for procurement”, available on the link indicated in the “Additional Information to tenderers” document (<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>). You have to click on the “Annexes” link. The document to be downloaded and filled is the Annex A14a “Declaration on honor on exclusion and selection criteria for procurement”.

Question 3: In the document Additional Information, at the Selection Criteria, point 17.3.1, there’s written: “The candidate has provided services under at least 1 contract with a budget of at least EUR 290.000,00 in communication and advertising fields. In order to ensure an adequate level of competition, evidence of relevant services performed more than 3 years before will be taken into account.” What does it mean that the services performed more than 3 years before will be taken into account? (Is it mandatory to have a previous experience or a running or current contract of at least 290.000 euros. Can accumulative contracts of a JV count towards this amount or previous contracts of more than 3 years?)

Answer 3: It means that similar contracts of at least the value of this contract (Euros 290.000,00) will be considered as a proof of technical capacity even if performed over the last three years. Single cumulative contracts can’t be counted to reach the amount of Euros 290.000 but keep in mind that, as stated in the “Additional information to tenderers”, in the case of requests to participate submitted

by a consortium, this selection criterion will be applied to the consortium as a whole and in this case cumulative contracts count towards the amount. Furthermore, as said above, previous contracts (performed over the last three years) will be considered as a proof of technical capacity. Please also consider that, as stated in Point 17 of the “Additional information to tenderers”, “Selection Criteria”, “Capacity providing entities” “An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority”. *“With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required”.*

Question 4: In Point 9 of the document Additional Information, it is mentioned that Subcontracting is not allowed. Since the services requested in point II.1.4) Short description of the contract in the document Contract Notice include also Production and Media do you evaluate the contracts with the Televisions as subcontracting? Also when it comes to event and video production the processes usually include small subcontractors like lighting companies, sound companies. Are these a must to be in-house?

Answer 4: We confirm that sub-contracting is not allowed. With this regard, please also consider that, as stated in Point 17 of the “Additional information to tenderers”, “Selection Criteria”, “Capacity providing entities” “An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority”. *“With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required”.*

Question 5: So far only participation and selection criteria are provided. Is there a list of legal, administrative and technical documents to be provided for this tender procedure?

Answer 5: This is a “*Contract Notice*” under a Restricted Procedure for a Service Contract. The complete Tender Dossier will be sent only to the short-listed candidates, according to the Selection Criteria set out in the “*Additional Information to Tenderers*”.

Question 6: Should we propose a methodology in this phase of the application? If yes, is there any information/ brief regarding the Areas of Intervention of the Project “EU for economic development – Tourism led, local, economic development, with a focus on cultural heritage” in order for us to better understand the nature of the services. Is there a specific format to follow?

Answer 6: See answer 5

Question 7: Should the tender include CVs of the staff in the application documents?

Is the tender allowed to include CVs of external experts apart from its staff?

Answer 7: See answer 5

Question 8: Is the tenderer allowed to include in the document portfolio of previous experiences. If yes, is there a specific format?

Answer 8: See answer 5

Question 9: Is there a specific list of deliverables expressed in quantities and technical requirements?

Answer 9: See answer 5