



CLARIFICATION no. 3

Negotiated procurement procedure CEPOL/PR/NG/2015/007 – Rebranding of CEPOL

Answers to questions sent by potential tenderers

Question 1

Is there is a chance to increase the budget available for the contract?

Answer 1

It is not possible to increase the budget available for the contract. Therefore the maximum value of this contract shall not exceed €40,000 (excluding VAT).

Question 2

According to your tender documents, subcontractors must submit a letter of intent to collaborate as subcontractors. Do you have any official format, sheet to fill out?

Answer 2

There is no official format for the letter of intent to collaborate as subcontractors. As an example only, such a letter from a subcontractor could include the following wording (or a similar wording to the same effect):

“The undersigned:

Name of the company/organisation:

Address:

Company registration number:

VAT number:

Declares hereby that, should the contract be awarded to [name of the tenderer], [name of the company/organisation, i.e. the subcontractor] intends to collaborate in the execution of the tasks subject to this call for tender, in accordance with the tender specifications and the tender to which the present form is annexed, and is available to carry out its part of the tasks during the period foreseen for the execution of the contract.”

Question 3

Is the working language (for example survey content) English throughout this project? If not, what other languages we have to be prepared to work in (e.g. Hungarian)?

Answer 3

The only language that will be used for the surveys and the whole project will be English.

Question 4

Does execution of this project (e.g. interviews, focus group meetings) require personal meetings in other locations than CEPOL’s Headquarters in Budapest? If yes, please explain where (e.g. Brussels).

Answer 4

Any face-to-face meetings will exclusively take place in Budapest.



Question 5

You require tenderers to provide tender documents on CD/DVD/USB. Since most of your documents must be signed by tenderer, do you requested to photo/scan these signed copies or you require documents in .doc formats only and the printed copy to be signed?

Answer 5

The electronic copy of the tender on CD/DVD/USB can be provided either as scanned copy of the signed tender, or as Word, Excel or PDF documents.

The original tender documents shall be signed in any case.

Question 6

Our managing director currently works in another country on another branding project, however he will also be responsible for CEPOL's project in case we are awarded the contract. Our company headquarters are based in Hungary and thus we will hardly be available to wait for CEPOL's answers (presumably on 1st June), finalize our tender documents, have them signed by our managing director and send them to CEPOL within the requested deadline (by 5th June 2015). What options would be available for tenderers who are based outside Hungary? Are we allowed to sign tender by one managing director, while the project will be led by another?

Answer 6

The requirement of CEPOL is that the tender documents must be signed by an authorised representative of the tenderer. However, CEPOL does not require the authorised representative signing the tender documents to be directly involved in the execution of the tasks which are the subject of the contract.