

## Call for tenders' details

Title: CEI/2018/SRSS/01 - Call for Expression of Interest - External experts to support the implementation of structural reforms in Member States

Start date: 14/02/2018

Time limit for receipt of tenders: 14/11/2021

Contracting authority: Structural Reform Support Service

Status: Open

## Call for tenders question list

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
1	27/02/2018 15:02	28/02/2018 17:07	Attachments	<p>Dear all, I'm trying to elaborate my application to submit it but I have a problem with the attachments. As you can see, in fact, at paragraph 4 of the invitation there are indicate the number of the attachments that does not correspond with the enumeration of documents upload in the library. How I can do to proceed to complete the application? Thank you Bes regards Giorgia Mattei</p>	<p><b>28/02/2018</b> Dear Madam, We understand from your message that a confusion was made between the documents to be provided and the templates to be used when providing those documents. As mentioned under "Invitation to applications", under paragraph 4 - Information and documents to be provided; the documents indicated under c, d, e, and f are to be submitted in "free format in pdf" meaning no template required. For a, b, g, h, I and j, the templates are provided under Document Library.  Kind regards,  SRSS Finance</p>

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#	Submission date	Publication date	Question subject	Question	Answer
2	03/03/2018 17:10	07/03/2018 12:32	Request for clarification	<p>Dear Contracting Authority,</p> <p>I have the following questions regarding the tender:</p> <ol style="list-style-type: none"> <li>1. According to Section 4., a) of the Call for expression of interest ("Call") the Standard Expression of Interest Form is to be submitted in Excel format, but it is only available as a PDF document in the document library. Can you please provide an editable format of this file?</li> <li>2. Legal entity form and Financial Identification Form is only available in PDF format on the webpages linked in the Call. Can you please provide an editable format of this files?</li> <li>3. How do I prove, that I speak my mother/native language (Call Section 4. c))? Do you accept a university diploma as a proof, if the course was completed in the relevant language?</li> <li>4. In case I submit a non-English document, shall I also attach the translation? If yes, is my own translation enough?</li> <li>5. Section 12., 2)/1. of the Call: as evidence of the professional experience, copy of contracts or other documents is to be submitted. As the tenderer is a natural person in this case (me), shall I provide a</li> </ol>	<p><b>07/03/2018</b></p> <ol style="list-style-type: none"> <li>1. The Standard Expression of interest form in .xls format can be found on the "Document library" on eTED as well as a part of the .zip file annexed thereto;</li> <li>2. The documents on both links mentioned in the Invitation for applications allow for them being edited. Should for some reason this is not possible, candidates can fill the 'Legal Entity File (LEF)' and a 'Bank Account File (BAF) by hand and scan them as .pdf files.</li> <li>3. Yes.</li> <li>4. Yes, translations in English is recommended to be attached. These can be self-made (non-official, non-notarised) translations.</li> <li>5. In line with the "Invitation for applications" sections 4 f) and 12.2, apart from Annexes IV and V, candidates must provide documents confirming the nature, duration and the level of the professional experience.</li> </ol>

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				in this case (me), shall I provide a labour contract, or the CV plus Annex IV. and V. are enough to prove that I have the professional experience needed?	
3	07/03/2018 16:52	08/03/2018 14:16	Additional information subsequent to submission?	I have submitted my application and all the Annexes. having read the answer to a previous question, can I submit additional information? And/or will you seek additional information if required once you have read my application?	<b>08/03/2018</b> Dear Madam,  The submission of the application and all the Annexes should be done in one go. We will ask for additional information if required, during the evaluation process.  Kind regards  SRSS Finance

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#	Submission date	Publication date	Question subject	Question	Answer
4	05/04/2018 15:06	05/04/2018 16:58	Providing documents	How can I upload my documents after I filled them?	<b>05/04/2018</b> Documents are not supposed to be uploaded on eTED or another place. Instead, as per section 3 of the Invitation for applications document, the filled-in Standard Expression of Interest form and all annexes to it should be submitted by email to the following address: SRSS-external-experts@ec.europa.eu In the subject of the email candidates should mention their name and the number and name of the thematic field(s) for which they are applying.

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#	Submission date	Publication date	Question subject	Question	Answer
5	26/06/2018 12:19	26/07/2018 10:57	Modified requirements on provision by candidates of a) copy of their ID, LEF, BAF, b) supporting evidence concerning their professional experience; and c); supporting evidence concerning their command of languages.	SRSS has modified its requirements concerning the submission by candidates of copies of their ID, LEF, BAF, of evidence documents concerning their professional experience and their command of languages. Revised Invitation for applications document, Annex I (Standard Expression of interest form, Annex III (List of past projects, studies and publications), Annex V (Summary CV), Annex VI (Declaration on Honour), and draft EXPERT CONTRACT have been modified. Their revised versions (published 26 July 2018) have been uploaded under "Document library" section of the present call for tenders on e-TED.	<b>26/07/2018</b> On the initiative of SRSS candidates are advised that: a) they do not have to attach copies of their ID, Legal Entity File and Bank Account File to their applications. Those documents will only be requested to candidates contacted for particular assignments. b) supporting evidence for the professional experience declared by candidates in their Standard Expression of interest form must in principle be submitted. In case proof documents for part of the professional experience cannot be retrieved within a short period of time, such documents must be submitted at least for the candidate's most relevant experience even if its (consolidated ) duration is less than 7 years. SRSS reserves the right to ask for the missing evidence to cover a professional experience of at least 7 years per thematic field at any moment prior, during or after any assignment which might be awarded to the candidate, once he or she is on the CEI list. c) candidates must declare explicitly in their Declaration on honour that they have at least 7 years of professional experience for each thematic field for which they apply, and command of languages as

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					<p>and command of languages as required under Section 11 of the Invitation for applications document. d) supporting evidence for the command of languages declared by candidates in their Standard Expression of interest form need not be submitted with their application. In case of doubt the Contracting authority reserves the right to ask for supporting documents in the form specified under section 11 of the Invitation for applications document. Candidates are advised to consult carefully the "Invitation for applications" document with regard to the documents they must submit with their applications. The validity of all documents published in the "Document library" section on eTED on 14 February 2018 is herewith repealed. All applications submitted as of the date of publication of the present answer remain acceptable and need not be re-submitted.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
6	26/07/2018 21:17	27/07/2018 12:28	CEI/2018/SRSS/01 Problems with Excel document- Annex_I_Standard Expression of interest form	<p>Dear Sir/Madam,</p> <p>I send you this message because I was filling Annex_I_Standard Expression of interest form of the Call for Expression of Interest CEI/2018/SRSS/01 External experts to support the implementation of structural reforms in Member States and when I want to select the Spanish nationality or Spain I don't see the option of my nationality, my country and my language.</p> <p>1. In nationality and second nationality: The nationalities recorded are from Austrian (the first one) until Luxembourgish (the last one) but I don't see Spanish.</p> <p>2. Country of residence: The same problem. I don't find Spain again. The first country is Austria and the last one I see is Netherlands.</p> <p>3. Expert's native language: The same problem. I don't see Spanish as option.</p> <p>4. Expert's second working language: The same problem. I don't see Spanish as option.</p> <p>5. Expert's third working language: The same problem. I don't see</p>	<p><b>27/07/2018</b></p> <p>Indeed there was a technical issue with Annex I. Its revised version dated 27/07/2018 can be found under the "Document Library" Section on eTED.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
				<p>The same problem. I don't see Spanish as option.</p> <p>Please I need the Excel document corrected in these different options because I cannot register my nationality, my country of origin or my language.</p> <p>I don't know if you can send me the Excel corrected and send it back to me because the document is protected and you are the only one that can change it. I can't do it from my computer.</p> <p>Thank you.</p> <p>Yours faithfully,</p>	
7	01/08/2018 09:53	01/08/2018 12:27	Call for Expressions of Interest for CEI/2018/SRSS/01	<p>I made a submission for CEI/2018/SRSS/01 in March 2018. Is this the same call? Do I need to do anything else now?</p> <p>When will I hear that I have or have not been accepted onto the register?</p>	<p><b>01/08/2018</b></p> <p>The publication of a Corrigendum to the Call in subject does not require from candidates who have already submitted their applications before the date of publication of the Corrigendum (i.e before 26 July 2018) to take any additional steps.</p> <p>As regards your personal application's status, our services will make the required verifications and will come back to you as soon as possible.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
8	13/09/2018 14:04	13/09/2018 17:05	Standard Expression of Interest - dropdown error	<p>Hello, I am trying to fill in the Standard Expression of Interest form. Under "Professional Experience", one column that needs to be filled in is "Sector of Activity". It looks like one needs to select sectors from a drop-down menu. However, the drop-down menu is empty/blank. Can you advise how to proceed please? Regards</p>	<p><b>13/09/2018</b> Dear Madam,  Thank you for your message.  Indeed, due to a technical problem the drop-down menu inside the Annex I was disabled. We have replaced the template on e-TED, please use the new version of the Annex I.  Kind regards,  SRSS TEAM</p>
9	17/08/2018 10:00	24/09/2018 10:44	news	<p>I submitted my application on May 8th, when do you think I will receive any news?</p>	<p><b>24/09/2018</b> Your application has been processed. Our services will notify you of the outcome shortly. Please excuse us for the delay which was due to the summer period.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
10	10/01/2019 08:19	24/01/2019 14:57	Application process for employees of a legal entity	<p>1. Regarding Paragraph C of the General description of the procedure (Invitation for applications) - Could you further clarify the application process for employees of a legal entity, where those employees can in principle only be contracted through their employer and whose employer is able to issue invoices on behalf of the expert? As proof that such a situation exists, is submitting a copy of an employment contract or a certificate of employment from employer enough?</p> <p>2. Regarding Annex VI Declaration of Honour - When an employee of a legal entity is filling out the form, does he/she have to fill it with information regarding herself/himself or with information regarding the legal entity of which he/she is an employee? Thank you in advance, we look forward to hearing from you. Kind regards</p>	<p><b>24/01/2019</b> Dear Madam/Sir, Please find below our answers for the two questions below; 1. Regarding Paragraph C of the General description of the procedure (Invitation for applications) - Could you further clarify the application process for employees of a legal entity, where those employees can in principle only be contracted through their employer and whose employer is able to issue invoices on behalf of the expert? As proof that such a situation exists, is submitting a copy of an employment contract enough? Answer) As indicated in the information communicated in the Invitation for applications,: "c) on very exceptional basis and subject to the prior approval of the SRSS Authorising Officer – to employees of any kind of legal entities different from those in point b) above [i.e. self-employed natural persons], where those employees can in principle only be contracted through their employer, and whose employer or his/her representative is able to sign the resulting contracts and issue invoices on behalf of the expert. Document(s) providing proof that such a situation exists must be submitted with each application for inclusion in the CEI sub-list.". 2. Regarding Annex VI Declaration of Honour - When an</p>

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					Declaration of Honour - When an employee of a legal entity is filling out the form, does he/she have to fill it with information regarding herself/himself or with information regarding the legal entity of which he/she is an employee? Answer) Please see the indicated information directly in the Annex VI; “* IF THE NATURAL PERSON IS REPRESENTED BY A LEGAL PERSON THEN THE PRESENT DECLARATION MUST BE FILLED IN BY THAT LEGAL PERSON” Kind regards, SRSS TEAM

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#	Submission date	Publication date	Question subject	Question	Answer
11	29/01/2019 11:34	29/01/2019 17:41	Potential conflict of interest	Dear Sir/Madam, We have applied for the Call for Expression of Interest - External experts to support the implementation of structural reforms in Member States (CEI/2018/SRSS/01). Regarding Annex III of the Expert Contract (Declaration of Absence of Conflict of Interest and Confidentiality), does a conflict of interests exist if an expert (natural or legal persons) is a part of a joint tender in Multiple Service Framework Contract with reopening of competition for the provision of consultancy services for the development and implementation of structural reforms in EU Member States ( SRSS/2018/01/FWC/002)? Thank you in advance. Kind regards	<b>29/01/2019</b> Dear Madam/Sir, The existence of a potential conflict of interest might have to be analysed only for particular assignments on a case-by-case basis. Kind regards, SRSS TEAM

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