

Call for tenders' details

Title: Mobility scheme for artists and/or culture professionals

Start date: 31/05/2018

Time limit for receipt of tenders: 31/08/2018

Contracting authority: European Commission, DG Education, Youth, Sport and Culture (EAC)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	26/06/2018 11:41	29/06/2018 09:43	<p>Mobility scheme for artists and/or culture professionals - EAC/18/2018</p> <p>Support of four musicians from the European Union</p>	<p>Dear Europa EU team,</p> <p>We are a Philharmonic Orchestra composed by three musicians from different European countries. We would like to apply for financial support within Mobility scheme for artists and/or culture professionals. We need a month 7000 euro net, which is divided in the following way: 1500 euro net - salary, 500 flat rental fee. This is for three persons, whilst one person gets 1000 euro a month. In order to apply for the Mobility scheme for artists and/or culture professionals program we would like to know beforehand if our case is eligible.</p> <p>It is a new experience for us to apply to the EU financed program, and we will appreciate your comments and advice very much.</p>	<p>29/06/2018</p> <p>Dear Sirs,</p> <p>Thank you for your interest in our programme and precisely, in the call for tenders Mobility scheme for artists and/or culture professional. Further to your request, we would like to recall or inform you that this call for tenders is open to all natural and legal persons with the operational capacity to implement a certain number of tasks and/or deliver services (see section 2 of the Terms of Reference). In this procurement procedure, we are not in a position to directly answer artists' request for funding. We would encourage you to keep an eye on this Pilot scheme and get in touch with the organisation which will be implementing the pilot and administrate the individual mobility activities with EU funding, likely in the first months of 2019.</p> <p>Wishing you every success in your project,</p> <p>Yours sincerely</p> <p>DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	08/07/2018 13:24	11/07/2018 10:59	Tanzkurse und Traditionen in Nordgriechenland	<p>Sehr geehrte Damen und Herren,</p> <p>nach Durchsicht der Ausschreibungen habe ich mit grossem Interesse dieses Mobilitätsprogramm für Künstler und Kulturschaffende entdeckt. Wir sind drei natürliche Personen, die versuchen durch Teilnehmer aus Europa die Tradition in Nordgriechenland (Praefektur Drama) aufrecht zu erhalten. Durch Tanzkurse aber auch den direkten Kontakt mit den Einheimischen wird Tradition direkt aus der Nähe kennengelernt. Meine Frage an Sie ist es nun, ob wir uns an diese Ausschreibung beteiligen können und mit unserer Liebe zur Tradition, diese an Interessenten der EU weitervermitteln können. Vielen Dank im Voraus.</p> <p>Mit freundlichen Grüessen S. Mposcou</p>	<p>11/07/2018</p> <p>Sehr geehrte Damen und Herren,</p> <p>ich danke Ihnen für Ihr Interesse an unserem Programm und besonders an der Ausschreibung für Mobilitätsprogramme für Künstler und/oder Kulturschaffende. Darüber hinaus möchten wir Ihnen mitteilen, dass diese Ausschreibung allen natürlichen und juristischen Personen offen steht, die in der Lage sind, eine bestimmte Anzahl von Aufgaben auszuführen und/oder Dienstleistungen zu erbringen (siehe Abschnitt 2 der Term of Reference). Im Rahmen dieses Vergabeverfahrens sind wir nicht in der Lage, einen Einzelantrag von Künstlern zu berücksichtigen. Wir empfehlen Ihnen daher, das Pilotprogramm im Blick zu behalten und sich mit der Organisation in Verbindung zu setzen, die das Pilotprojekt mit EU-Mitteln durchführen wird, wahrscheinlich in den ersten Monaten des Jahres 2019.</p> <p>Wünscht Ihnen viel Erfolg für Ihr Projekt,</p> <p>mit freundlichen Grüßen</p> <p>DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
3	10/07/2018 20:50	11/07/2018 11:11	Application form available	<p>Dear DG EAC,</p> <p>Is there a digital application form available for this call for tenders? Of is this created once all the PIC numbers of the partners are filled in and the declarations of honour are uploaded?</p> <p>Thank you in advance for your reply.</p> <p>Kind regards, M.V.M.</p>	<p>11/07/2018 Dear Madame,</p> <p>Thank you very much for your question. You must submit your tender exclusively through the electronic submission system at https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3633 Tenders that are not submitted via the electronic submission system shall be rejected and their content shall not be examined.</p> <p>Details on the electronic submission system are provided in the annex to the invitation letter. We advise you to consult that Annex.</p> <p>Thank you and kind regards</p> <p>DG EAC</p> <p>11/07/2018 Dear Madame,</p> <p>please also notice that in the Annex to the invitation to tender, it is indicated that for detailed instructions on how to submit your tender, there is a Quick Reference Guide for Economic Operators available for download</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
					<p>Operators available for download (please find also the link here below), where you will find on:</p> <ul style="list-style-type: none"> Technical requirements to use e-Submission, Step-by-step guide to help you submit your tender, Test call for tenders, Important advices and information and how to get technical support <p>Quick Reference Guide for Economic Operators:</p> <p>https://webgate.ec.europa.eu/esubmission/assets/documents/manual/quickGuide_en.pdf?ticket=ST-896318-qE4pxIfvuTyLfDDGav6l4RNEQgzzq1Z3lWQ34VSbcL9XVV5pPkKSIVndjgC30gSEXzluORk6Hi0OUWpJxKmN9lW-Jj71zxYb8yraqTzNfjc6ow-C35D8l67j3xeviH8pZvvXZbCCM0UF7gzkJYLhwiJeazW</p> <p>We kindly advice you to consult this guide.</p> <p>Thank you and kind regards,</p> <p>DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
4	16/07/2018 18:26	17/07/2018 15:42	Question regarding Annex 3 – Economic and financial analysis	<p>Dear DG EAC,</p> <p>Please see below 2 questions regarding Annex 3 – Economic and financial analysis:</p> <p>“Consortia and sub-contractors In the case of consortia, both the leader and all members of the group are required to submit the documents proving their financial capacity in accordance with the scenarios set out in point 3 ('Documents'). The sub-contractors referred to in point 2 above ('Entities subject...') must also submit documents to prove their financial capacity, in accordance with the scenarios set out in point 3 ('Documents').</p> <p>N.B. the various headings in point 3 concerning documents apply to all the entities referred to in point 2.”</p> <p>Q1. Could you clarify whether the financial analysis concerns the organisation which coordinates the tender or the total amount of the organisations forming the tenderer?</p> <p>Q2. Does the NB state that ALL the partners in the consortium have to provide documents according to the scenario applying to the whole tender (= scenario 3) or do we</p>	<p>17/07/2018 Dear Maria Virto Marcilla,</p> <p>Please refer to annex 3a, point 2:</p> <p>" 2. ENTITIES SUBJECT TO THE EXAMINATION OF FINANCIAL CAPACITY</p> <ul style="list-style-type: none"> • All the economic operators, including natural persons, involved in the tender procedure. • For a consortium, the leader and all the members of the consortium. • In the case of sub-contracting, all the sub-contractors, provided that the sub-contracting value is 10 % or more of the value of the contract." <p>The financial analysis concerns each member of the consortium, i.e. all members of the consortium.</p> <p>We hope this replies to your question.</p> <p>Best regards, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				<p>tender (= scenario 3) or do we provide documents according to our participation in the tender?</p> <p>Thank you in advance for your reply.</p> <p>Kind regards, M.V.M.</p>	
5	17/07/2018 09:46	19/07/2018 12:13	Financial clarification - costs to cover for individual mobility actions	<p>On page 9 of the tender specifications it states:</p> <p>The tenderer will have to organise and administrate at least 3000 individual mobility units covering a minimum of 500 participants (IMU)*. The contract will cover travel and the fee for the participation of the individual sub-contractors as well as all the costs related to the IMU.</p> <p>*An individual mobility unit corresponds to five complete days of participation in a cross border mobility action per individual, excluding travelling time.</p> <p>If 1 mobility unit is equivalent to 5 days of participation by one person, based on a minimum of 500 people, does that mean that there will be a minimum of 15,000 days of mobility actions to be covered under this contract?</p>	<p>19/07/2018 Dear Madam,</p> <p>Thank you for your interest in the call for tenders "Mobility scheme for artists and/or culture professionals". Further to your question, we confirm that according to the tender's specifications, 15 000 days is the minimum required.</p> <p>Yours sincerely, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
6	18/07/2018 13:55	19/07/2018 12:17	Creation of a mobility portal / platform	<p>Dear Sir/Madam,</p> <p>Task 2.B (pp. 8 and 10 of the tender specifications) indicates the Creation of a mobility portal or platform. We would like to know if the creation of a new platform is mandatory, or if partners could use their own website / platform to handle the mobility scheme. If so, a dedicated webpage would be created in one of the partner's website.</p> <p>Thanks in advance,</p>	<p>19/07/2018 Dear Madam,</p> <p>Thank you for your interest in the call for tenders "Mobility scheme for artists and/or culture professionals". Further to your question, we confirm what is precisely indicated in the Tender's specifications, under section 2.4.2, Task II: the tenderer is asked to develop and test a mobility scheme, notably with "the creation of a mobility portal or a platform". The creation of a Webpage is not mentioned as an option.</p> <p>Yours sincerely, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
7	16/07/2018 18:10	19/07/2018 17:08	Question regarding Scope and duration	<p>Dear DG EAC,</p> <p>Please see bellow a question regarding Scope and duration"(page 11):</p> <p>"The duration of the action subject to this call for tender is 14 months. In this testing phase, the action will be limited to the Member States and the participating countries of Creative Europe and to the following sectors: visual and performing arts, music, literature and architecture."</p> <p>Q: Shall cultural heritage be included as well as mentioned page 9: "the pilot phase should have atleast the following distinctive features: (...) In the first phase, be implemented in one or more of the following sectors: visual and performing arts, music, literature, architecture and cultural heritage"?</p> <p>Thank you in advance for your reply.</p> <p>Kind regards, M.V.M.</p>	<p>19/07/2018</p> <p>Dear Madam,</p> <p>Thank you for your interest in the call for tenders Mobility scheme for artists and/or culture professional. Further to your question, please note that yes Cultural heritage is an eligible cultural sector under this call for tenders as mentioned page 9 of the specifications.</p> <p>Yours sincerely, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
8	16/07/2018 18:08	20/07/2018 14:40	Questions regarding Outputs	<p>Dear DG EAC,</p> <p>Please see below several questions regarding Outputs (page 9): "During the exploratory period of the pilot, the tenderer shall organise and administrate as many individual mobility actions as possible having duration per individual of a minimum of 15 days up to a maximum of 85 days. The tenderer will have to organise and administrate at least 3000 individual mobility units covering a minimum of 500 participants (IMU) 8. The contract will cover travel and the fee for the participation of the individual sub-contractors as well as all the costs related to the IMU."</p> <p>1. Do you mean by IMUs (Individual mobility units) – the number of incoming applications? Could you provide clarification both on the definition of IMU, and on the definition of "individual mobility action"?</p> <p>2. What is the relation between individual mobility actions and units?</p> <p>3. Do we need to have a minimum of 500 grantees that are required to take part in the experimentation phase?</p> <p>4. What kind of fee shall be envisaged and is it for all granted applications or for some of them?</p>	<p>20/07/2018 Dear Madam,</p> <p>Please find hereafter the answers to your questions:</p> <p>1. Answer: "an individual mobility unit (IMU) corresponds to 5 complete days of participation in a cross-border mobility action per individual, excluding travelling time". You can find this definition in the tender's specifications (section 2.4.2, page 9, and footnote 8).</p> <p>2. Answer: See definition above.</p> <p>3. Answer: Yes, please refer to the outputs of the section 2.4.2 : "The tenderer will have to organise and administrate at least 3000 individual mobility units (IMU) covering a minimum of 500 participants"</p> <p>4. Answer: the fees must be calculated on the same basis for all participants. It falls under the responsibility of the tenderer to develop and propose the most relevant and appropriate scheme, according to the rules, criteria and provisions defined in the tender's specifications. Please see the section 2.4.2 output: "... The contract will cover travel and the fee for the participation of the individual sub-contractors as well as all the costs related to the IMU".</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				<p>applications or for some of them? For what type of action? What is it meant by "travel and the fee...as well as all the costs related to the IMU"? What are all the costs? 5. According to the calculations on the allocated sum for Mobility costs (vouchers) - according to pg. 5 Breakdown, a maximum amount of 637.500 Euro can be allocated to this task. If the mobility scheme requires to have a minimum of 500 grantees, it results in a average sum of 1275 euro/voucher. This average sum will cover both the travel and the fee for a grantee. Please confirm or clarify the results of this calculation. 6. Shall the 15 days be taken in a single time, or can it be split into for example in 3 trips of 5 days? or 2 trips of 7 and 8 days? (taking into consideration the work context of many cultural professionals/artists who rarely can consider such a long mobility)</p> <p>Thank you in advance for your reply.</p> <p>Kind regards, M.V.M.</p>	<p>related to the IMU". 5. Answer: the Tenderer is required to respect the percentages stipulated in the tender's specifications (section 1.6, part C: financial offer, Breakdown). The average amount for the vouchers, depends on the type of the mobility actions the tenderer wants to propose in his pilot project. 6. Answer: It's up to the tenderer to propose the most appropriate formula, provided that the minimum and maximum requirements are complied as detailed. Please see section 2.4.2. Task II: "...During the exploratory period of the pilot, the tenderer shall organise and administrate as many individual mobility actions as possible having duration per individual of a minimum of 15 days up to a maximum of 85 days. The tenderer will have to organise and administrate at least 3000 individual mobility units covering a minimum of 500 participants (IMU)."</p> <p>Yours sincerely, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
9	16/07/2018 17:50	20/07/2018 16:41	Questions regarding Task II - Experimentation	<p>Dear DG EAC,</p> <p>Please see below several questions on Task II - Experimentation phase</p> <p>1. "Following acceptance by the Commission of the outputs submitted under task I, the tenderer will develop and test a mobility scheme for artists..." Q: Does it mean that the launch of the actual mobility scheme cannot begin until the EC doesn't approve formally the report of the 1st task, feasibility study? What is the planned timing for this?</p> <p>2. "The creation of a mobility portal or a platform" Q: Can the consortium use open source software for the grants administration?</p> <p>3. "Be part of a creative and cultural project (with a preference for innovative projects touching upon various disciplines and sectors)" Q: Does it mean that only people already involved in previous projects of collaboration can apply for the grant? Does it mean that the grants cannot cover go and see grants or exploratory trips to contact potential partners or start new projects? (these are also part of tangible results)</p>	<p>20/07/2018 Dear Madam,</p> <p>Please find hereafter our answers:</p> <p>1. Answer: Yes, the implementation of the pilot mobility funding scheme should start within 4 months after both the signature of the contract and the approval of the requested outputs for task I. Please refer to the section 2.7 indicative timetable of the tender's specifications.</p> <p>2. Answer: since there is no specific rule or mention regarding open source software in the tender's specifications, it means that it's up to the tenderer to use the most appropriate software to create the mobility portal or the platform. We are recalling you that for this project there is no grant element involved but subcontracting under public procurement.</p> <p>3. Answer: No. No need to be already involved in previous projects of collaboration. We are recalling you that for this project there is no grant element involved but subcontracting under public procurement. It falls under the responsibility of the tenderer to propose the most relevant mobility actions according to the criteria listed in the tender's specifications. Please refer to section 2.4.2</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				<p>results)</p> <p>4. "Be open to artists and/or culture professionals who are resident of a EU Member State or of a country participating in Creative Europe programme"</p> <p>Q. 4a.: Is there any requirement considering the destination of the mobility? Creative Europe countries or International?</p> <p>Q. 4b. Is there a requirement regarding the citizenship of the grantees?</p> <p>Q. 4c. Is it possible for the grantee to travel to more than one destination within the same application?</p> <p>5. "Be organised in a clear and transparent process with diversified, strong and relevant partnerships;"</p> <p>Q: Do the applicants need to provide official partnership letters for their cooperation?</p> <p>6. Other questions:</p> <p>Q.6a. Besides the final reports from the grantees' travels, are there specific outputs/results that should be delivered through this travels?</p> <p>Q.6b. Do we need to deliver signed contracts and payment requests from grantees in our final reporting to EC?</p>	<p>2.4.2 20/07/2018</p> <p>4. Answer:</p> <p>a) The destination of a mobility action must imperatively be an eligible country: i.e an EU Member State or a country participating in Creative Europe. You will find the updated list of the participating countries at the following address: https://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en</p> <p>b) There is no nationality requirement, the artist or the culture professional who wants to apply for a mobility grant must be legally resident of a EU Member state or a country participating in Creative Europe (See section 2.4.2). We are recalling you that for this project there is no grant element involved but subcontracting under public procurement.</p> <p>c) No specific rule and/or criterion. It's up to the tenderer to propose the most appropriate formula. We are recalling you that for this project there is no grant element involved but subcontracting under public procurement.</p> <p>5. Answer: no official partnership or engagement letters are requested at the tenders' submission stage, but the selected tenderer might be requested at a later stage to prove that the</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				<p>Thank you in advance for your reply. Kind regards, M.V.M.</p>	<p>at a later stage to prove that the partnership described in the tender is actual and not fictive.</p> <p>6. Answer: a) It's up to the tenderer to deliver any outputs he may consider as useful in addition to the ones which are compulsory. We are recalling you that for this project there is no grant element involved but subcontracting under public procurement. b) You need to deliver the list of selected and validated subcontractors, and report all the detailed amounts paid to subcontractors, but you don't need to deliver signed contracts and payment requests from subcontractors in your final reporting to EC. However, please note that all original records and related documents should be kept and may be requested in case of an audit. Copies of those documents may also be requested for further verification.</p> <p>Yours sincerely, DG EAC</p> <p>20/07/2018 CORRIGENDUM: Please notice that in our reply, under point 4. b) the word "mobility grant"</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
					<p>point 4. b) the word "mobility grant" should be replaced by "mobility voucher". For this project there is no grant element involved but subcontracting under public procurement.</p> <p>Thank you and kind regards, DG EAC</p>
10	23/07/2018 10:37	24/07/2018 09:52	Question regarding the award criteria	<p>Dear Sir/Madam, Do we understand correctly that for the evaluation the communication strategy will be counted twice, i.e. as part of the "Quality of the proposed methodology" under Task II as well as the "Quality of the proposed communication strategy"? (p.15 in the tender specifications)</p>	<p>24/07/2018 Dear Madam,</p> <p>Thank you for your interest in the call for tenders "Mobility scheme for artists and/or culture professionals". Further to your question, we confirm that according to the award criteria of this tender, we will assess the quality of the communication strategy of the offer as a whole (page 15), and also the specific communication strategy of the Task II as mentioned section 2.4.2 part C. "Design and implementation of a communication and information strategy as well as a methodology for the dissemination and valorisation of results".</p> <p>Your sincerely, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
11	26/07/2018 18:46	27/07/2018 13:10	Financial identification form	<p>Dear Sir/Madam, Regarding the financial identification form could you please confirm that the form does not have to be signed by the bank if it is accompanied by a bank statement, according to what is written in the form ("It is preferable to attach a copy of RECENT bank statement. (...) With an attached statement, the stamp of the bank and the signature of the bank's representative are not required.") and contrary to what is said in Annex 1 "Please note that you must have this form also signed and stamped by your bank." Thank you very much in advance for your reply.</p>	<p>27/07/2018 Dear Sir, Thank you for your interest in the call for tenders "Mobility scheme for artists and/or culture professionals". We confirm that the financial identification form does not have to be stamped and signed by the bank if it is accompanied by a recent bank statement. Kind regards, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
12	26/07/2018 18:47	30/07/2018 09:51	Legal status of individual sub-contractors	<p>Dear Sir/Madam, On page 9 in the tender specification you state the following: "The participants in the mobility scheme (artists and/or culture professionals) will take part in it as individual sub-contractors offering a service for the experimentation of the scheme and delivering a report." Regarding the legal status of participants, will the successful tenderer be allowed to sign contracts with individual artists/individual cultural professionals that are not self-employed provided they offer the required service and do not take part in the scheme under the umbrella of an organisation but as individuals? This is especially important when considering that in the cultural sector intermittent employment plays an important role. Allowing only independent contractors to participate would limit the target group significantly. Thank you very much in advance for your reply.</p>	<p>30/07/2018 Dear Sir, There is no restriction to the legal status of subcontractors, including individuals, as long as they respect their national laws. Please be reminded that the subcontractors are under the responsibility of the contractor. Kind regards, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
13	31/07/2018 11:25	03/08/2018 09:12	In kind costs eligibility	<p>Hello</p> <p>Asking for a more detailed information about what kind of In-kind cost are eligible and what kind are not in this call. As we understand voluntary work and rent for facility is not.</p> <p>The corresponding costs of third parties are not eligible under the grant, e.g. volunteer work, providing a meeting room for free, etc. The value of the contribution in kind must not exceed: either the costs actually borne and duly supported by accounting documents; or, in the absence of such documents, the costs generally accepted on the market in question. In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their unit value is evaluated in the provisional budget and shall not be subject to subsequent changes. In-kind contributions shall comply with national tax and social security rules."</p> <p>Thank you Merilin merilin@looveuropa.ee</p>	<p>03/08/2018</p> <p>Dear Madam,</p> <p>Thank you for your interest in the call for tenders "Mobility scheme for artists and/or culture professional". Please notice that this is a call for tender (Ref. EAC/18/2018) aiming at signing a contract, not a call for proposal aiming at giving a grant. Please be sure that you refer to the correct procedure.</p> <p>In this tender procedure, there is no "in kind contribution".</p> <p>Therefore, it's up to the tenderer to decide how to best structure their offer and what price to indicate.</p> <p>Kind regards, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
14	02/08/2018 15:32	03/08/2018 10:46	Hand delivery of the original documents	<p>Dear Sir/Madam, In the invitation to tender document under point 5 it says that "Original hand signed tender report and/or hand signed declaration on honour(s) must be sent by post immediately after submission, to the following address: European Commission DG EAC - Unit D2 Call EAC/18/2018 – Mobility scheme for artists and/or culture professionals Office J70 02/015 B1049 Brussels"</p> <p>Would it be possible to hand deliver the signed documents instead of sending them by post? If this is an option could you please provide the address for the hand delivery? Thank you very much in advance for your reply.</p>	<p>03/08/2018 Dear Sir, if you prefer you can hand deliver the original tender at the same address mentioned for the post. In that case, you should ask at the reception to call the secretariat of Unit D2 to come to reception it.</p> <p>Kind regards, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
15	03/08/2018 10:57	03/08/2018 16:33	Deadline for receipt of hand signed documents	<p>Dear Sir/Madam</p> <p>Regarding the hand signed documents the invitation to tender document says on page 6 "In this case, you must send by post all the original documents that were signed by hand immediately after the electronic submission of your Tender." Could you please confirm that only the electronic submission of the tender must take place before the deadline on the 31st of August, that the signed documents may reach the specified address after the deadline and that a date stamp on the envelope, proving that the letter has been sent off the same day of the online submission or the next working day is sufficient? Thank you very much in advance for your reply.</p>	<p>03/08/2018</p> <p>Dear Sir,</p> <p>We would like firstly to make sure that it is clear that you must submit the tender through the electronic system within the deadline indicated in the invitation to tender. Tender that are not submitted via the electronic system or that are submitted after the deadline will be rejected.</p> <p>Regarding the paper submission, the post-delivery or the hand delivery have to be done either on the same date or the next working day after the submission but we can confirm you that the deadline counts only for the electronic submission.</p> <p>Kind regards, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
16	09/08/2018 12:10	10/08/2018 14:41	Technical tender form	<p>Dear DG EAC,</p> <p>Regarding: 1. the invitation to tender, item 4, where there is the following requirement: "Tenders must be: [...] - Drawn up using the model reply forms in the tender specifications (where applicable)" - what do you mean by model reply forms? and where can we find them, if they are not in the tender specification form or in the documents library? - Is it necessary use the standard application form (Annex B3) from Practical Guide for EU Public Procurement?</p> <p>Thank you!</p>	<p>10/08/2018 Dear Madame,</p> <p>Please notice that the invitation to tender states: 'Drawn up using the model reply forms in the tender specifications (where applicable).' Therefore, no model reply form for application shall be used if it is not mentioned in the tender specification.</p> <p>You don't have to use the Annex B3 from the Practical Guide.</p> <p>Kind regards, DG EAC</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
17	11/08/2018 23:54	17/08/2018 15:15	Criterion A4 / page 20	One of the criterion for this tender is that the tenderer must prove its capacity to work in 10 EU countries. In regards to that specific requirement, do you mean that the pilot scheme / project would have to be executed in (at least) 10 EU countries?	<p>17/08/2018 Dear Sir,</p> <p>Thank you for your interest in this call for tenders.</p> <p>In response to your question, please note that there is no mention of a minimum number of countries regarding the implementation of the pilot. However, since this pilot is about cross-border individual mobility actions, and since the tenderer is asked to pay attention to "a balanced geographical coverage" for the implementation of the task II (see section 2.4.2), the implementation shall include as many as possible EU Member States and Creative Europe participating countries, in order to offer the participants a large variety of destinations and ensure a sustainable European mobility scheme.</p> <p>With kind regards,</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
18	11/08/2018 15:53	17/08/2018 16:45	USA non-profit culture company as lead applicant	Can a USA non-profit NGO take part in this scheme as lead applicant and solely act as an administrative body, (as observer), and partners with (a) EU subcontractor(s) who execute(s) the culture programme?	<p>17/08/2018 Dear Sir,</p> <p>Thank you for your interest in this call for tenders.</p> <p>In response to your question, if the NGO in question is established in the US, this NGO is eligible according to the Tender's specifications (section 1.1 Participation) : 'It is also open to all legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the plurilateral Agreement on Government Procurement (http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm) concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.'</p> <p>However, be aware that 'the tenderer must prove its capacity to work in 10 EU countries' (see section 4.4 – selection criteria – sub-section A – Criteria relating to tenderers – Criterion A4).</p> <p>As to subcontracting, the tenderer</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
					<p>As to subcontracting, the tenderer must comply with the rules stipulated in section 1.5 of the Tender's specifications and its annexes.</p> <p>With kind regards,</p>
19	24/08/2018 15:16	27/08/2018 15:02	Budget	<p>In the tender, it is mentionned that the budget should be 10% maximum for task 1, 85% maximum for task 2 and 5% maximum for task 3. Does it mean that the budget must be exactly 10%, 85% and 5% (if one figure is lower, another will necessarily be higher than the maximum). Thank you</p>	<p>27/08/2018 Dear Sir,</p> <p>Thank you for your interest in this call for tenders. In response to your question, we confirm that the budget should be 10% for task 1, 85% for task 2 and 5% for task 3.</p> <p>Kind regards, DG EAC</p>