

**IPA IIIa “National Traffic Model for the Republic of Croatia”, EuropeAid/133987/D/SER/HR**

**Clarification no 4**

<b>Questions</b>	<b>Answers</b>
<p><b>Q1</b>  <i>conditions of participation</i>                      17.  <i>On the basis of the applications received, between 4–8 candidates will be invited to submit detailed tenders for this contract...</i></p> <p><i>Selection and award criteria</i>                      21.  <i>...If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined to identify the 8 best candidates. The only factors which will be taken into consideration during this re-examination are:</i>  <b>1) the total number of projects managed by the candidate according to criterion 3 (technical capacity of candidate);</b>  <b>2) in case of competition between 2 or more candidates having the same number of eligible projects, the candidates will be ranked in descending order according to the total amount of their own contribution to the eligible projects.</b></p> <p>In the case of applications submitted by a consortium,</p> <ul style="list-style-type: none"> <li>• under paragraph <b>1</b> (technical capacity of candidate), will be considered only contracts (in the field of transport analysis and transport modeling) with amount equal to or greater than EUR 1,000,000 or will be taken into consideration all contracts held by each member of the consortium</li> <li>• similarly, with regard to point <b>2</b>, for the calculation of "total amount of Their Own contribution to the eligible projects" will be considered only contracts with a value equal to or greater than EUR 1,000,000 or will be taken into consideration all contracts held by each member of the consortium.</li> </ul>	<p><b>A1</b>                      As stated in the Contract Notice the candidate should present at least one contract which has been completed in the requested field(s) with a budget equal to or exceeding 1.000.000,00 EUR and this amount refers directly to own contribution in the contract.</p> <ul style="list-style-type: none"> <li>• In the event of the re-examination, if there are more than 8 candidates meeting all selection criteria, all contracts performed in the requested fields by the candidate (sole tenderer or consortium) will be considered, i.e. the total number of accepted/eligible contracts managed by the candidate will be counted, providing that at least one of these contract is with the budget equal or exceeding 1.000.000,00 EUR (own contribution).</li> <li>• In case of competition between 2 or more candidates having the same number of eligible projects, the candidates in question will be ranked in descending order according to the total amount of their own contribution to the eligible projects, i.e. the total amount of own contribution of the candidate (sole tenderer or consortium) in all accepted/eligible references will be summed up.</li> </ul>

Questions	Answers
<p><b>Q2</b></p> <ol style="list-style-type: none"> <li>1) Is it the “b3_Applform” attached to the Prag_2013 document, the document we should have to fill for this pre-qualifying phase of the tender?</li> <li>2) to complete the pre-qualifying phase of the tender, it is enough to complete the “b3_Applform” attached to the Prag_2013 document, or do we need for example: <ol style="list-style-type: none"> <li>a. Balance sheet to prove financial capacities</li> <li>b. Documents (invoices, approvals or similar) to prove the completion of specific studies/projects?</li> <li>c. CV of the Companies and/or people in the Companies, to prove technical capabilities?</li> </ol> </li> <li>3) In case of subcontractors, do they have to fill the same document (b3_Applform), no matter he part of the job they could be working on (10%, 27%, 39%?)</li> </ol>	<p><b>A2</b></p> <ol style="list-style-type: none"> <li>1) Yes, B3 form – Standard application form for service contracts should be used when submitting applications.</li> <li>2) Only standard application form for service contracts should be completed when submitting applications. Submitting additional documents in this phase of procurement procedure is not required.</li> <li>3) No, subcontractor is not considered to be a consortium member for the purposes of the application form. Please note that only one application form is to be filled out per candidate, be it a consortium or an individual company. In case of consortium, names of all consortium members should be clearly indicated in the application form.</li> </ol>
<p><b>Q3</b></p> <p>We are most probably planning to submit our proposal as a consortium together with another company. Regarding the signature of the “main application form” I understand that it is sufficient if this is signed by the consortium leader on behalf of the other consortium members. Or does it have to be signed by every consortium member?</p>	<p><b>A3</b></p> <p>The application form is to be signed by the authorised representative of the consortium leader. The document which is to be submitted by every consortium member is the Declaration referred to in point 7 of the application form.</p>
<p><b>Q4</b></p> <ol style="list-style-type: none"> <li>1) In the Application form, it is said that “Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means”: this note has to be considered valid also for Companies or Consortium, so that any applicant should have to prove its economical, financial capacity with appropriate means, or it is enough for Companies and/or Consortium to fill the application form (points 3 and 6 in particular)?</li> <li>2) A Company or a Consortium, has to indicate subcontractor/s since the submission of Application Form or subcontractors could be/should be indicated in next phases of the tender?</li> </ol>	<p><b>A4</b></p> <ol style="list-style-type: none"> <li>1) Please note that it is enough at this stage to fill out the application form without providing any proof of capacity.</li> <li>2) Subcontractors do not have to be indicated in this phase of the tender, they can be indicated in the next phase of the tender or subject to prior approval by the Contracting Authority, even during contract</li> </ol>

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<p>3) If subcontractor has to be indicated in the Application form:</p> <ul style="list-style-type: none"> <li>i. the subcontractor has to submit the declaration in point 7 of the Application form?</li> <li>ii. Subcontractor could change in next phases of the tender/work even if already indicated in the Application form?</li> </ul> <p>4) Is there any threshold for the work that could be done by a subcontractor (generally it is 20%)?</p>	<p>implementation. In addition, we draw you attention on the following instruction for filling-in the Application form: “All data included in this application must concern only the legal entity or entities making the application” i.e. the candidate which is making the application on an individual basis or as a consortium. The candidate must be identified under point 1 of the Application form; in case of a consortium, the consortium leader and its members must be indicated. Please note that, for the purposes of the Application form, a subcontractor is not considered to be a consortium member. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity (footnote 2), meaning that should you decide to indicate the subcontractor/s, this must be done on a separate paper.</p> <p>3)</p> <ul style="list-style-type: none"> <li>i. No; the Declaration must be submitted by the candidate (in case of a consortium, for each member identified under point 1 of the Application form).</li> <li>ii. Subcontractors indicated can be replaced by other subcontractors in the next phase of the tender or, subject to prior approval by the Contracting Authority, during the implementation of the contract.</li> </ul> <p>4) Please note that the threshold for the services to be sub-contracted will be identified in the tender documentation which will be submitted to all short-listed candidates (in the next stage).</p>