

 February 17th, 2021

**ADDITIONAL INFORMATION**

Contract title: **“Capacity Building Consultancy Services on finance monitoring and mentoring”**

Having regard to Section 5 of the “Instructions to tenderer”, part of the published tender dossier in the frame of the **“Capacity Building Consultancy Services on finance monitoring and mentoring”** call,in response to the queries submitted please find below the additional information provided:

* In response to a request from a potential tenderer for providing the templates for the evidence to support the selection criteria (CVs, motivational letter, methodology, etc.) please be informed that:

-**The tender dossier provides the following templates:**

**Annex I Service Tender Submission Form;**

**Annex II Financial offer.**

**Taking into consideration that the tender dossier does not provide other templates, the other supporting documents such as CVs, Motivational letters, etc. may be submitted in free format.**

* In response to a question from a potential tenderer regarding the requirement stated in the tender dossier to insert the price respectively: in the Tender submission form - Tenderer’s Statement and in the Financial Offer template kindly note that:

**- The tenderer should provide the price offered for the requested services, as per the instructions provided in each template meaning that the price should be inserted/stated in both the financial offer and the tender submission form –Tenderer’s statement.**

* With regard to the query submitted in reference to Section 4 “Evidences to support the selection criteria”, in the Terms of Reference, and Section 4 “Content of the tender”, 4/1 “Technical offer, point 13 stating that: “The technical offer must include the following documents:
* *A copy of expert/s certificates or references proving the professional experience indicated in their CVs”*

*P*lease consider the below given explanation:

 **- In order to support the professional experience indicated in their CVs the applicants should provide either a certificate or a reference letter by the contractor (in case of missing these types of documents copies of the contracts or any other relevant document can be submitted as a supporting document).**

* Regarding a question: submitted by a potential tenderer specifically:

*- Should Tenderer Financial Identification Form be filled in and signed by the tenderer or the bank in which the tenderer's account is held?*

Please be informed that:

- **As indicated in the financial identification form part of the Tender submission form the information required should be inserted by the tenderer, and the form should be signed by the tenderer as well.**

 Thank you!