

ADDITIONAL INFORMATION IN RELATION TO THE CALL FOR TENDER 2016/S 148-268709
 "THINKING AND PLANNING IN AREAS OF TERRITORIAL COOPERATION"

The present document, version 02 September 2016, includes the following additional information from the Contracting Authority for requests received on:

Info Request #	Reception date of information requests:	Subject of information requests:
# 1	24/08/2016	Extent of financial responsibility by stakeholders for additional meetings
# 2	26/08/2016	Risk indemnity insurance

Questions and answers are detailed in sections below.

NB: the present information has been sent by email to all applicants having requested the Terms of Reference of the Call for Tender until the date of this document.

Additional information about each call for tenders are automatically sent to those economic operators having requested the Terms of Reference by e-mail or downloaded them from the *Portail des Marchés Publics* of Luxembourg. Updated versions can also be found on the ESPON website under each relevant project: http://www.espon.eu/main/Menu_Calls/

Please find here below requests of information from tenderers by email (tenders@espon.eu) and the complementary information provided by the Contracting Authority:

Information Request # 1 of 24/08/2016

1. Extent of financial responsibility by stakeholders for additional meetings

"We would like to ask for clarification regarding the following sentence in the terms of reference for the Targeted Analysis "Thinking and planning in areas of territorial cooperation": *"The stakeholders will take over financial responsibility for additional meetings if they take place at different time and place than the Steering Committee Meetings"* (see page 7 of the ToR). Does this mean that the stakeholders will cover expenditures related to the participation of the project team at the optional 6 events organised by the stakeholders (i.e. travel cost for travelling to the location, costs for overnight stays)? What exactly is being paid, for how many participants and under which circumstances?"

- **For the purpose of the contract, only costs for participation in meetings included in the Indicative Time Table (Section 1.5 of the Terms of Reference) should be included in the financial offer. Costs for additional events are borne by the stakeholders and may include expenses for participation of service provider's representatives. What exactly will be paid depends on the additional event in question and will be defined by the Steering Committee at a later stage.**

Information Request # 2 of 26/08/2016

1. Risk indemnity insurance

"Our institution has no risk indemnity insurance because it is not organized as a private company. What can we do in this case?"

- **According to Annex XII of Directive 2014/24/EU proof of the economic operator's economic and financial standing may be furnished by one or more of the following references: "(a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance."**
- **If your institution has no risk indemnity insurance this should be stated in the appropriate section of Annex A - European Single Procurement Document, adding if either a bank statement can be provided or if arrangements equivalent to a professional risk insurance exist (in case of public bodies e.g. coverage through the state budget).**
- **According to Section 4.5 of the Terms of Reference the Contracting Authority will then request and, if needed, supplement or clarify supporting documentation from the tenderer to which it has decided to award the contract.**