

### CLARIFICATIONS-3

#### **Open call for tender ECHA/2011/294 Assistance for selection of senior and middle management staff**

##### **Question 3.1:**

It is said in the specifications file (section 3.1.1.1, page 15) that the "Tenders must be written in one of the official languages of the European Union". Is it acceptable to prepare the tender in English and to produce part of the additional information, e.g. copies of the tenderer's annual accounts in a local language (i.e. another EU language)?

##### **Answer:**

Yes, that is correct.

##### **Question 3.2:**

In the specifications file there is a checklist of documents (on page 31) to be submitted with the tender. In the column of "Description", specific sections are being referred to e.g. 2.2.2.1 (relating to Evidence of Economic and financial capacity and Evidence of Technical and professional capacity) and 2.2.2.2 (relating to Technical Proposal). These sections do not appear in the table of contents nor do we find them as such in the specifications text. Do these refer to another file/document or is there just a confusion in numbering? Are the numbers 1-5 in column "Section" of any relevance in terms of preparing the tender?

##### **Answer:**

When submitting a tender, please follow the instructions given in the main document of Tender Specifications - section: *3.1 Preparation and submission of the tender* and also the Annexes – section 4. The checklist (4.2.5) which is part of the Tender specifications, unfortunately contains some clerical errors.

A new – corrected 4.2.5 Checklist is being published on ECHA web-site.