

# EUROPEAN EXTERNAL ACTION SERVICE



MDR Administration and finances  
MDR.A. Finance & corporate support  
**MDR.A.3 Information Technology**

Brussels, 25/08/2014  
MDR.A.3

- Subject:**
- **EIPSOS: EEAS ICT Projects, Support and Operations Services**
  - **EEAS-348-DIVA3-SER-FWC**
  - **Contract notice reference: 2014/S 147-263342 of 02/08/2014**
  - **Questions and answers received up to 25/08/2014**

Please find hereunder the answers to questions which we have received from a number of participants.

## 1. QUESTION 1

At In the tender document Annex 4, Attachment Form on page 15 the following is stated: “For each reference one or more supporting proof documents should be attached. An evidence of performance shall be in the form of certificates issued or countersigned by the relevant contractor.”

Does a statement signed by the contractor, stating that the provided information in the reference form is correct suffice as proof document?

### 1.1. Answer to question 1

Yes.

## 2. QUESTION 2

The Software/Hardware expertise table makes reference to the “professional experience” but the CV form doesn’t contain a “professional experience” section.

Can we add professional experience form similar to the DESIS II & DESIS III CV form?

### 2.1. Answer to question 2

The CV template is a simplified version aiming to evaluate the technical capacity of the participants.

References to "professional experience" in the "CV software/hardware expertise" page should be mentioned in the "CV career summary" page.

Projects and roles should also be mentioned in the "CV career summary" page.

Please limit yourself to the provided CV template.

### **3. QUESTION 3**

In Annex 4, page 20, point 6, it is stated that:

(6) Each CV career/professional experience page contains data about the projects the employee has participated in, its role and responsibilities, and the products or tools be used in the context of these projects.

We haven't found such a page in the CV template. Does it mean that we can use our own document? Is this page missing in the tender and in that case, can you send us the correct template?

#### **3.1. Answer to question 3**

See answer to question 2.