



Moscow, 08 JUL 2016

Clarification N 1

to Tender EEAS-486-DELRUSM-SER-DIR

EU STUDY WEEKS IN RUSSIA 2016-2020

Prospective tenderers have submitted to the EU Delegation to Russia requests for clarification. Please find below their questions and answers given by the Delegation.

	Question of the potential tenderer	Answer
1.	Do you have any specific form of the cover letter (letter of request to participate)?	No, we do not have any specific form for the cover letter, it can be free-format. Please refer to point 3 of Tender specifications.
2.	Do we understand right that as we are submitting a request from one company without subcontractors we shall be called "each economic operator involved in the tender separately" and according to this we shall prepare all the documents needed for the request?	The tenderer submitting the request to participate must provide all the documents requested in point 5 of Tender specifications.
3.	On the first stage do we have to provide you with a specific proposal for the contract for organisation of the series of the EU study weeks (EUSW) for undergraduate and postgraduate students. 1 5-day EU study week for 40 participants, 3 3-day EU study weekends for 30 participants each and 1 alumni meeting for 30 participants to be organised annually, EUSW alumni and Web space? Do we have to provide you with a price as well?	No. You do not have to provide technical and financial offers on this stage. As indicated in point 6 of Tender specifications: "Only the tenderers receiving the invitation to tender and the technical specifications at the second stage will submit their technical and financial offers." Please refer to point 8 of the tender specifications "Content of the request to participate".
4.	Please clarify if the tenderer has to pay VAT or it can work according to the simplified tax system.	In accordance to sub-point 11 of point 1 of Article 164 of Tax Code of RF, of Governmental regulation of RF of 22 July 2006 N455 and joint Decree of Ministry of

		Foreign Affairs and Ministry of Finance of 24 March 2014 N 3913/19H all services provided to the Delegation of the European Union to Russia are tax exempt. VAT 0%.
5.	Should we provide you with the certificate concerning debts, that we have got none?	No, you should not provide us with such a certificate on this stage unless you are requested . On the first step of the procedure you should carefully fill in the declaration. The template of the declaration you can find on our website. Please refer to point 5.2. of Tender specifications.

Please also be informed that in the Tender specifications there was a clerical error:

In the table of point 5.3.2 the enumeration should correspond to 5.3.2

In the table of point 5.3.3 the enumeration should correspond to 5.3.3

The tender specifications on our website were replaced by the corrected version. Please see http://www.eeas.europa.eu/delegations/russia/grants_tenders/tenders/index_en.htm

To ensure equal treatment of all tenderers, this clarification is available for unrestricted and direct access on the website of the EU Delegation to Russia.

It is the tenderers' responsibility to check for updates and modifications during the tendering period.

Soren Liborius
Head of Press and Information