

**CONSULTANCY SERVICES FOR THE PREPARATION STAGES OF THE CONSTRUCTION OF A PRISON FOR SHORT TERM SENTENCES IN BJELO
POLJE IN MONTENEGRO
FIP 17453 / SCA 14
Ref: OJEU/2014/S 096-168581**

QUESTIONS / ANSWERS

N° question	QUESTION	DOCUMENT REFERENCE	ANSWER
1	The Consultants should only have to meet the minimum turnover requirement or also profit/loss criteria should be met?	<p style="text-align: center;">ITB 7. Specific information; 7.2</p> <p>The pre-qualification criteria concerning economic and financial capacity only states that the Consultant should comply with a Turnover of minimum 400.000 €/year in the last 3 years. However in section 7.2 ("Instructions to Consultants") states "The tenderer should submit an Audited Financial Statement, including "Pre-tax profit / loss (positive balance sheets over the last 4 years).</p>	Consultants should have to meet the minimum turnover requirement. The Consultant should submit for evidence the Audited Financial Statement, including "Pre-tax profit / loss (positive balance sheets over the last 4 years)
2	Do we have to include short-term experts CVs at this stage?		No
3	Concerning the Financial offer, should we only have to include the person/day fee or flight ticket expenditures should also be included? In case yes, how many flights should we anticipate to the short-term experts?	Enclosure 1b - Template Budget Breakdown / Financial Offer	<p>The Financial Offer should be presented in the form with information as required in Enclosure 1b to the Tender Dossier.</p> <p>As stated in Enclosure 1b, The Experts Fees should include the overhead costs.</p> <p>No information can be provided at this stage on the nr of flights for the STEs. The inception phase should be used to identify the exact need for STEs in terms of expert/days and organization of the assignment.</p>
4	Do we have to include the non-key experts CVs?. According to page 12 of the ToR it seems that we do not have to submit them at this stage.	TOR – Enclosure 1a	No
5	Can we include the same expert for 2 key positions?	TOR – Enclosure 1a	No
	And 1 expert for 2 non-key positions?		Yes
6	Concerning the Financial offer, should we only have to include the person/day fee or flight ticket expenditures should also be included?. In case yes, how many flights should we anticipate to the short-term experts? Do we have to include the flight tickets in the person/day fee?	Financial Offer – Budget Breakdown – Enclosure 1b	<p>The Financial Offer should be presented in the form with information as required in Enclosure 1b to the Tender Dossier.</p> <p>As stated in Enclosure 1b, The Experts Fees should include the overhead costs.</p> <p>No information can be provided at this stage on the nr of flights for the STEs. The inception phase should be used to identify the exact need for STEs in terms of expert/days and organization of the assignment.</p>