

## Q&A - Call for Tender

1. Chapter VIII describes the documents for the tender. The second point is "Any required accreditation certificates". There is no reference to required certificates in the document. Which certificates are meant?
  - Certificates are required for some tenders, such as a certain certification or laboratory equipment. If we have not requested any certificates in the documents, these are of course not to be submitted.
  
2. The 5th point is: "Appropriate documentation to prove the economic and financial capacities". Applicants are an association, a limited liability company and a solo self-employed person. In what form should the economic and financial capacities be proven?
  - We do not have any specific requirements here. The financial capacities can be proven, for example, by corresponding declarations, annual financial statements or similar.
  
3. Point 6 says: "Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria". What kind of documents are expected? How is it to be proven that one has worked on certain standards or was project manager for standards projects?
  - How the required skills are to be proven varies from case to case. Collaboration can at least be indicated by naming specific standards projects or committees.
  
4. This list does not include the contract, which is attached as Annex 2. Is this contract therefore only informative or should it already be completed and submitted?
  - The contract will only be completed and signed after the contract has been awarded.
  
5. Can the Selection Committee select experts from different organizations?
  - Yes, of course. The experts do not have to be from the same organization.
  
6. If different profiles are proposed for the different roles: Can the Selection Committee select only one expert amongst the different profiles proposed? Or will the Selection Committee select all or none of profiles proposed?
  - Several experts can be selected for one role.

7. Can you please clarify what is meant by "accreditation certificates" (cf. page 18) and what is expected?
  - Certificates are required for some tenders, such as a certain certification or laboratory equipment. If we have not requested any certificates in the documents, these are of course not to be submitted.
  
8. Can you please indicate if "Work Package 1" is in scope or out of scope of this Call for Tender? If it is in scope, then can you please clarify what is expected for "Work Package 1" as part of this Call for Tender?
  - No experts are required for Work Package 1. This task is carried out by DIN.
  
9. Can you please clarify if the column "maximal number of days you apply for" (cf. page 21) would be considered as the expected workload to be actually spent?
  - The "maximum number of days you apply for" refers to the number of days you are available as an expert. The actual number of days can only be identified after the work has been completed.