



9 March 2010

**Clarification No 4 for open call for tenders:****Framework contract(s) for layout and design services to support the European Environment Agency publication programme****Reference number: EEA/OSE/10/001****Questions:**

In the Tender Specifications (page 1) you clearly state that **the offers for each Lot will be evaluated separately**. In addition **ANNEX 3 includes both Lot 1 and Lot 2**. Our questions are as follows:

- If a company submits on its own proposals for both Lot 1 and Lot 2, can the Administrative section – including the company information, forms, declarations and also the CVs - only be submitted once (to save also paper)?
- If a company submits on its own proposals for both Lot 1 and Lot 2, do you expect one Financial Offer that contains both Lots or do you expect two Financial Offers including separately the Annex 3 for Lot 1 and Annex 3 for Lot 2?

**Answer:**

*In accordance with section II.1.8 of the contract notice and sections 2 and 10 of the tender specifications, and with reference to Clarification No 2, tenderers can submit a bid for either lot 1 or lot 2 or for both lots, but a separate bid should be submitted for each individual lot, specifying the number of the lot and comprising a section giving the technical offer and a section giving the financial offer for each individual lot (hence two separate annexes 3). The administrative section providing information as to the legal, economic and financial, professional and technical capacity of the tender and including annexes 1 and 2 to the tender specifications (i.e. signed declaration on exclusion criteria and identification sheet), need though to be submitted only once.*