

Helsinki, 27.6.2012
D(2012)

CLARIFICATIONS - 2

Open call for tender ECHA/2011/294 Assistance for selection of senior and middle management staff

Question 2.1:

In section 4.2.5 "Checklist of documents to be submitted" we noticed that Project Reference Form (4.2.3.2) is required by only "Coordinator or group leader in *joint bid*" and not by Single Contractors. Since we are bidding as a Single Contractor, is it sufficient to provide reference evidence only with a list of seven service contracts as described on page 19-20 of the tender (Evidence for selection criterion 2.3)?

Answer 2.1:

This evidence should be provided by submitting a list of at least seven (7) service contracts with multinational companies executed in the last three (3) years of an amount, nature and scope similar to the services to be carried out under this tender. The list of the main services shall be accompanied by a minimum of three (3) relevant project references with the value, dates and place, as well as a description of the content.

This should apply for Single Contractors as well and the missing indication of it in section 4.2.5 "Checklist of documents to be submitted" is an obvious clerical error.

Question 2.2:

Who is responsible for publishing the job ad? Who will pay the job ads?

Answer 2.2:

ECHA is directly responsible to publish the job ads.

Question 2.3:

Who will pay and arrange travel tickets etc. to the finalists?

Answer 2.3:

The candidates invited for an assessment and interview should arrange their travel themselves. The travel tickets of the candidates will be reimbursed by ECHA, according to the ECHA travel reimbursement rules. Those are announced in the job add.

The contractors should pay and arrange their own travel. The travel and accommodation costs incurred by the contractors will not be reimbursed by ECHA. The cost is expected to be reflected in the rate of the contractor related to that item specified in the Financial offer, which requires the contractor to travel (e.g. to attend a meeting at ECHA).

Question 2.4:

Where the candidates send their applications and CVs? Is it possible that they send the applications and CVs also to service providers systems so that service provider can make good and informative screening report? If CVs go only to ECHA, how service provider get the CVs? Electronically or paper versions?

Answer 2.4:

The candidates submit their CVs to ECHA, through the ECHA website. CVs must be submitted to ECHA only. The service provider will receive the CVs via encrypted email or by post, on an encrypted USB (if a big amount of CVs is received).

Question 2.5:

Could you give example of role play? What this really mean? Is role play same as a simulation case?

Answer 2.5:

A role play is an assessment exercise where a work related situation is simulated (e.g. handling a conflict situation) and serves for the assessment of the candidates' ability to deal with such a situation.