



Registration number: 134 / 21.01.2026

**CONSOLIDATED RESPONSE TO REQUESTS FOR CLARIFICATION**  
regarding the procurement of services, through internal procedural rules, for  
professional training services within the project "University Leadership for Knowledge  
and Technology Transfer" (LEADERSHIP TT), funded by the Education and Employment  
Programme 2021-2027, MySMIS code: 335506  
INVITATION TO PARTICIPATE no. 4718 / 09.12.2025

**1. Question:**

For the proposal submission, is our understanding correct that we should use the template provided in Form 10? If so, would you be able to share an editable (MS Word version) of the document for ease of completion?

**1. Response:**

Please find attached the Forms in an editable Word format.

**2. Question:**

For the experience of the key experts and past projects for requirements 2 and 3, we were wondering what kind of proof would be acceptable. We noted the detailed requirement for the 'similar experience' requirement 4, but wanted to confirm the format appropriate for proving the experience of key experts and requirements 2 and 3.

Would either of these be appropriate proof? Or would you require additional details, such as the contract value etc (similar to requirement 4)?

- a letter (countersigned by the beneficiary/client) confirming the subject matter of the project, the team involved in delivery and the timeline
- a signed contract (translate)

**2. Response:**

Requirements 2, 3 and 4 represent qualification requirements applicable to the tenderer (the company). These are included in **Chapter I – Procurement Data Sheet, Section III.2.3.a) Technical and/or professional capacity.**

The supporting documents requested in this section may include projects, contracts, or agreements. Only Requirement 4 requires the indication of the contract value, in order to demonstrate compliance with the requirement of cumulative contracts amounting to 1.526.521,57 RON, without VaAT, corresponding to the estimated value of the procurement.

**b. Experts' experience** is addressed separately under **Chapter II – Specifications regarding the procurement, Technical Proposal, Section 4: Presentation of the human and material resources involved.**

For scoring purposes, the experience of each expert category must be demonstrated through supporting documents such as job descriptions, contracts, recommendations, or any other similar documents that clearly show the requested information (including the letter referred to in your email, signed by both the Beneficiary and the Client). There is no requirement to indicate contract values when demonstrating the experts' professional experience.





### 3. Question:

It is alright to sign the documents through DocuSign?

### 3. Response:

All the information necessary for the form and transmission of the offer can be found in the **Invitation to participate – CHAPTER I - PROCUREMENT DATA SHEET -IV.4.3. How to submit the bid:**

*"The documents must be printed or written in indelible ink and shall be signed on each page by the representative(s) authorised to commit the tenderer. Bidders are required to number and sign each page of the bid. The envelope must be marked with the name and address of the contracting authority and the name and address of the bidder to allow the bid to be returned unopened if it is declared late. In the event of a discrepancy between the original and the copy, the original shall prevail. The tenderer must seal the envelope. If the outer envelope is not marked in accordance with the above provisions, the contracting authority shall not be liable for the loss of documents or the premature opening of the tender.*

*The documents shall be submitted in original or in a copy certified as "true to the original".*

The bid may be submitted to the contracting authority's headquarters: UEFISCDI, Str. D.I. Mendeleev, No. 21-25, Sector 1, 010362, Bucharest, Romania"

On the other hand, each proposed expert will sign by hand the CV and the Declaration of Availability, documents that are parts of the Technical Proposal in accordance with the requirements mentioned in the Invitation to participate – Chapter II - Specifications.

### 4. Question:

We are experiencing a delay in obtaining a document which details the lack of criminal record of the beneficial owner of the bidder. Please may we enquire as to whether we could request a short extension to allow us to submit this document together with all the other bid documents, or would it be sufficient to submit this single additional document slightly later? We are confident it will show no relevant criminal record of the beneficial owner.

### 4. Response:

It is acceptable for the document regarding the absence of a criminal record of the beneficial owner to be submitted a little later, but until the application procedure report is completed. In the meantime, an affidavit confirming the absence of any relevant criminal record of the beneficial owner can be provided, with the official certificate to be provided once it is available.

### 5. Question:

We understand a handwritten signature is preferred, however, we intend to include client recommendation letters and contracts as evidence of our similar experience and expert track record that are signed by DocuSign in original, as this is a legally binding approach in the UK. Would these pieces of evidence not be considered under the current procurement?

### 5. Response:

Documents signed in any officially accredited form are accepted with the mention specified in the Invitation to Participate:





*"Each document in the tender shall be signed by the legal representative of the economic operator. If they are signed by another person, that person shall present a power of attorney. Documents issued in a language other than Romanian must be accompanied by a certified translation into Romanian. All documents shall bear, on each page, the signature of the legal representative or the person authorised to sign the tender, as well as the stamp."*

#### **6. Question:**

It is mentioned that the financial offer needs to include 'logistics costs related to the provision of services (transport, accommodation, meals for **participants** and own staff'. Could you clarify then if we are expected to cover the academics flights/hotel expenses for the in-person delivery or if it refers to the contractors own trainers, guest speakers etc.

#### **6. Response:**

The logistics costs to be included in the financial offer refer strictly to expenses related to participants from the provider's side, such as the contractor's own trainers, guest speakers, or other staff involved in the delivery of the services. The logistics costs related to the organization of the physical events in Romania are budgeted within the project and are therefore not expected to be covered by the contractor.

#### **7. Question:**

We understand that project contracts and client reference letters are needed to evidence the experts' involvement in projects. But do we also need to supply their contracts with bidder or a letter/proof that they are employed (besides the signed form 12)?

#### **7. Response:**

In Form 12 - Column 9 - the form of collaboration of the proposed expert with the bidder must be mentioned: *Collaboration/employment contract for an indefinite or fixed term, for the duration of the contract* for professional training services that will be concluded following this public procurement procedure.

Best regards,  
Andreea Zaharia  
Procurement Manager

