

**CLARIFICATION TO TENDER: N° 01**

**“Editorial, graphic design and printing services”**

**ENISA P/19/11/PAU**

**Questions & Answers**

<b>Q1:</b>	On p.14 of the Tender Specifications, it states that “The Tenderer must be clearly identified....(see administrative identification form attached Annex I).” However, on p. 24 Annex I is a Legal Entity Form instead of an administrative identification form. Could you please clarify whether there is an Annex missing or whether by the administrative identification form is indeed the Legal Entity form?
<b>A1:</b>	The administrative identification form is the legal entity form.
<b>Q2:</b>	In the event of a bid for Lot 1 and Lot 2, and given that the administrative proposal will only be provided once, can you please confirm that the selection criteria (list of main clients and examples of work) expected to be different for each Lot will be provided within the technical offer instead?
<b>A2:</b>	Yes. The tenderer is free to present the information however he/she deems it the most appropriate.
<b>Q3:</b>	Provided that multiple copies of the tender are requested, can you please clarify whether this applies to the administrative as well as the technical parts of the offer or only the technical part?
<b>A3:</b>	This requirement applies to all the tender documents.

<b>Q4:</b>	Can you please confirm whether or not the financial offer is to be provided separately in a sealed envelope?
<b>A4:</b>	The offer can be included in the offer or provided in a separately sealed envelope. In any event, such envelope must be inserted in the general envelope containing the bid.