

CLARIFICATION N° 1

TO SERVICE CONTRACT N° CEFTA 2025-07

Recruitment Consultancy Services to Support Staffing of Four Positions

Clarification request received on 02 October 2025:

My recruiting company would like to bid, but we aren't sure if email offers are accepted or we have to send a paper letter (or in person or by certified mail).

CEFTA Secretariat reply

Please refer to the Instruction to Tenderers point 8. Submission of tenders.
“Offers have to be sent either by post or by courier service, or hand delivered.”

Clarification request received on 03 October 2025:

Could you provide the anticipated number of applications per position (a range would be sufficient)?

CEFTA Secretariat reply

Our assessment based on the most recent advertisement suggests a maximum response of approximately 50 applications.

Clarification request received on 03 October 2025:

Please clarify whether the contractor will be conducting candidate interviews directly or only providing support with interview coordination (e.g., scheduling with panels, hiring committees, and 1:1 interviews).

CEFTA Secretariat reply

Please refer to the TORs and the JCD 2/2018 and 10/2024 on CEFTA website:
<https://cefta.int/about/documents/legal-documents/>

The HR expert contracted will be a voting member of the Selection Committee.

The Secretariat will establish a Selection Committee for each vacancy, composed of the Director, a designated staff member of the Secretariat, and the contracted HR Expert. Additionally, the EC/DG ENEST B.1 will appoint an observer to participate in the process as a non-voting member.

The HR expert will conduct the interviews together with the selection committee members.

Clarification request received on 03 October 2025:

If contractors are expected to conduct interviews, could you confirm whether this will apply to the top five candidates per requisition (20 candidates in total)?

CEFTA Secretariat reply

Yes, maximum 5 candidates per post will be invited for interviews.

Clarification request received on 03 October 2025:

Please confirm that the application language will be English for the candidates, of course, or if we will expect bilingual applications.

CEFTA Secretariat reply

Yes, only application forms in English will be accepted.

Clarification request received on 03 October 2025:

Please confirm that no additional candidate sourcing is expected under this assignment.

CEFTA Secretariat reply

No sourcing is expected under this assignment. The vacancies are published on the CEFTA Secretariat website and other websites and social media.

Clarification request received on 07 October 2025:

Can you give an order of magnitude of the number of CVs/applications that the "vacancies" are likely to generate?

CEFTA Secretariat reply

Our assessment based on the most recent advertisement suggests a maximum response of approximately 50 applications.

Clarification request received on 07 October 2025:

What is planned in the event that the quality or low number of CVs received in response to the calls for applications does not allow for the presentation of at least 5 sufficiently qualified candidates for each position?

CEFTA Secretariat reply

We believe that we will have up to five candidates to interview / position.

Clarification request received on 08 October 2025:

Can professional liability insurance be taken out after the contract has been awarded?

CEFTA Secretariat reply

The Contracting Authority shall not bear any liability for the assessment and adequacy of insurance policies taken out by the Contractor with its contractual and/or statutory obligations. (see General Conditions Art 13.2 h)

Clarification request received on 08 October 2025:

In the event of an interruption of the assignment for a cause independent of the service provider, will he be paid in proportion to the work performed?

CEFTA Secretariat reply

This contract is a global price contract clause with payment upon completion. Pre-financing can be granted as well. See contract template provided for details. The replacement key-expert's total score must be at least as high as the scores of the key-expert initially proposed in the tender. It must be emphasised that the minimum requirements for each evaluation criteria must be met by the proposed replacement expert. (See General Conditions Art 17)

Clarification request received on 08 October 2025:

Have you assessed the workload (in days) to specify the expected availability of the provider?

CEFTA Secretariat reply

We expect the Expert to provide a timetable as part of the offer.

Clarification request received on 08 October 2025:

What does it mean that "the procedure is extended until the results are achieved", knowing that the service provider has no control over sourcing or final decisions?

CEFTA Secretariat reply

It is expected that the Expert will support the Selection Committee throughout the procedure, up to and including the final ranking after the interviews.

Clarification request received on 08 October 2025:

How does Cefta plan to manage uncontrollable risks (deadlines, lack of candidates, changes in priorities, suspension, instability, etc.) so that they are not charged to the service provider?

CEFTA Secretariat reply

Deadlines for vacancies are set on the CEFTA website, 30 October. We plan to have interviewed up to 5 candidates per position by the end of December.

Clarification request received on 08 October 2025:

Is the budget of €36,000 excluding VAT really a firm amount (minimum/maximum) and non-reducible?

CEFTA Secretariat reply

The financial offer must be presented as an amount in Euro and must be submitted using the template included for the global-price version of Annex V to part B of this tender dossier. The global price should be broken down by expected outputs required in the terms of reference.

The budget proposed is as maximum.

The financial offer (amount) is to be submitted by the tenderer (within the envelop of 36K).