

CLARIFICATION N° 2

TO SERVICE CONTRACT N° CEFTA 2025-07

Recruitment Consultancy Services to Support Staffing of Four Positions

Clarification request received on 09 October 2025:

In the context of the call for tenders, it is requested to demonstrate technical capacity by means of official documents (validated report, proof of payment, client certificate, etc.) indicating the value of the services performed. As these elements are sensitive and confidential, I would like to know whether the Brussels accreditation for my recruitment and coaching services would be considered sufficient. Are references to mission contracts, together with client confirmations with detailed financial evidence, strictly required?

CEFTA Secretariat reply

This part (1 contract implemented at any moment during the last three years before submission deadline in the domain HR Management / Recruitment, for not less than 14,400 EUR) will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, **statement or certificate from the entity which awarded the contract**) also detailing its value. We do not request any confidential documents.

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Regarding Annex V – Budget, given that the contract price is fixed at EUR 36,000, should this document still be completed with a breakdown per expected result (section 2.3 of the ToR)?

This seems of limited relevance, as the global lump-sum amount does not realistically reflect a task-by-task allocation. If so, should we indicate the percentage of pre-financing and the subsequent instalments in our financial offer, based on the following statement: “Global price: pre-financing (up to 40%) + balance (or instalments according to outputs)”?

CEFTA Secretariat reply

“The financial offer shall include a price breakdown based on the expected output listed in section 2.3 of the terms of reference.”

It is not mandatory. It can be break downed if relevant according to the output listed in 2.3 of TORs.

The percentage of the pre-financing and the instalments should not be indicated in the annex V – Budget. These details will be determined only at the time of signing the contract with the successful applicant and are part of the contract (Template of Special Conditions).

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Annex D: Is it mandatory to provide all previous company data, and must the entire form be completed even if certain sections are not applicable?

CEFTA Secretariat reply

The Tender Submission Form should be filled in with all the relevant and requested information that are applicable to this Call for tender.

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Annex 6: Does this annex require the signature of a bank representative?

CEFTA Secretariat reply

Yes. If you cannot obtain one, please submit copy of RECENT bank statement.

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More generally, are all annexes and forms required to be completed and submitted as part of the application?

CEFTA Secretariat reply

The following annexes should be filled in accordingly and submitted: B - Annex III Organisation and Methodology CEFTA 2025-07, B - Annex V Budget CEFTA 2025-07, B - Annex VI Identification form CEFTA 2025-07, B - Annex VIII Declaration on honour CEFTA 2025-07, D - Tender Submission form CEFTA 2025-07.

For detailed information, tenderers are invited to consult the relevant provisions of the Instructions to Tenderers and the Contract Notice contained in the tender dossier.