

CLARIFICATION N° 1

TO SERVICE CONTRACT N° CEFTA 2026-11

**Support for the Implementation of CEFTA Joint Committee
Recommendation on Motor Third Party Liability Insurance**

Request for clarification received on 15 September 2026:

Question 1:

The procurement documentation identifies the contract as global-price, while the Instructions to Tenderers refer to the “fee-based version of Annex V”. Please confirm which Financial Offer template/version and level of cost breakdown should be used for this procedure.

CEFTA Secretariat response:

Please note that potential tenderers should use the Annex V – Budget CEFTA 2026-11 (global price template), which forms part/attachment of the Tender Dossier CEFTA 2026-11, for the submission of their Financial Offer. We suggest that the level of cost breakdown is aligned with the expected outputs to be delivered, as outlined within Annex V attached template. However, each potential tenderer may structure the breakdown of costs according to its own methodology and approach, provided that the proposed breakdown is sufficiently clear and detailed to allow the Contracting Authority to understand the (total) allocation of costs among the expected outputs.

Question 2:

The Terms of Reference state that public-administration staff may provide expert input where duly justified and in accordance with the procurement rules, including through secondment, authorised leave or another legally permissible arrangement. Please confirm the type of documentary evidence expected at tender stage to demonstrate such an arrangement and absence of professional conflict of interest.

CEFTA Secretariat response:

Please note that, in line with the applicable procurement procedures and rules, public-administration staff may be engaged only where duly justified and where the tenderer demonstrates their added value to the implementation of the assignment. At tender stage, we suggest the tenderer provide documentary evidence issued by the relevant competent authority confirming the following:

- The proposed public-administration staff member/civil servant may be made available for the assignment to perform the services for the whole required period specified in the Contract Notice;
- an explanation of the person's added value in the context of this tender process;
- The absence of any conflict of interest arising from the expert's current position, duties or other professional activities;
- The expert's current role and main responsibilities/activities within the public administration;
- That neither the proposed expert nor the institution, as a beneficiary or in any other capacity, is involved in activities of this particular tender that could give rise to a conflict of interest or affect the impartial and independent performance of the services;
- The document shall be duly certified by the authorized representative of the competent authority.

Accordingly, and as part of the evaluation process, all tenderers received will be assessed by the Evaluation Committee in accordance with the applicable procurement rules and procedures, including the relevant eligibility, selection and compliance requirements.

Question 3:

Please confirm whether a public-administration employee may be proposed as the principal senior expert by a compliant tenderer/consortium where the required employer authorisation/leave arrangement is in place and the expert is independent and free of professional conflict in relation to the assignment.

CEFTA Secretariat response:

Please note that, for this contract, the tenderer (company, consortium) submitting the tender shall meet the selection criteria prescribed in the Contract Notice, in accordance with the applicable requirements for a global-price service contract. The tenderer shall provide the profile of the proposed expert in accordance with the Terms of Reference, together with the relevant supporting documents, for the purpose of verifying compliance with the requirements applicable to the proposed expert. The proposed experts are not subject to separate scoring as part of the evaluation.

Where a public-administration employee is proposed as the Principal Senior Expert, the tenderer or, where applicable, the lead member of the consortium, shall submit the documentary evidence concerning the proposed expert as described in the response to Question 2.

The proposed arrangement and engagement of public-administration employee will be assessed by the Evaluation Committee on the basis of the information and supporting documentation submitted with the tender, in accordance with the applicable procurement rules and procedures. No advance determination can be given regarding the eligibility, absence of conflict of interest or acceptability of a particular expert.