



Barcelona, April 7, 2025

## **ANSWERS TO QUESTIONS**

### **Procedure: Trainers on Innovation for UfM Conference: “From Research to Business” - 21 - PRO583HER-2025**

With reference to the above-mentioned procedure, please find below the answers to the questions posed by the interested economic operators:

#### **REQUEST FOR CLARIFICATIONS Nr. 1 (dated Monday 31/03/2025 23:10)**

**Question 1:** *We are a registered company, and the majority of our collaborators work on a freelance basis. Can we submit our application as the company without the work assigned to them being considered subcontracting? Alternatively, should we include all collaborators who will be involved in this project as part of a consortium for the tender?*

**Answer:** Yes, your company may submit the application as the sole applicant. However, if the work assigned to freelancers represents a significant part of the project, it could be considered subcontracting. If these freelancers are integral to the implementation of the project and will contribute key expertise, you may alternatively consider including them as part of a consortium or as identified subcontractors.

#### **REQUEST FOR CLARIFICATIONS Nr. 2 (dated Tue 01/04/2025 09:40)**

**Question 2:** *If subcontractors are not yet confirmed, is it sufficient to describe the parts of the project we intend to subcontract in the Organisation & Methodology section, or must we name and document all potential subcontractors already?*

**Answer:** If subcontractors are not yet confirmed, it is sufficient to describe the parts of the project intended for subcontracting in the Organisation & Methodology section. However, once subcontractors are identified, their details and relevant documentation must be provided before contract execution

**Question 3:** *Supporting Experts: Our “Support Expert” will be officially employed in the fall. Until then, he will support the project externally. Would a Letter of Intent (LOI) be sufficient for including him, or must he be contractually employed prior to the submission?*

**Answer:** A Letter of Intent (LOI) is acceptable for the tender submission to demonstrate the availability of the Support Expert.



**Question 4:** *Are the key experts (apart from the up to 4 experts/trainers part of the mission) considered part of the 30 trainees, or are they to be paid separately by the Contractor?*

**Answer:** The key experts (apart from the up to four experts/trainers part of the mission) are not considered part of the 30 trainees. Any missions related to the purpose of the contract will be performed by the Contractor at his own expenses (please refer to section 5.1 of the ToR).

**Question 5:** *Is it acceptable to submit documents like the articles of association in Finnish only? This is a document that is not provided officially in English.*

**Answer:** Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure.

**Question 6:** *Is a recent extract from the Finnish trade register (kaupparekisteriote) sufficient to prove duly authorised signature, or is an additional notarial or power-of-attorney document required?*

**Answer:** A recent extract from the Finnish trade register (kaupparekisteriote) is generally sufficient to prove duly authorised signature.

**Question 7:** *Should the training for the 30 participants take place directly before, after, or is there flexibility around the high-level segment of the Innovation Conference in Malta?*

**Answer:** While the exact timing of the training relative to the high-level segment is not yet fixed, it is expected to align closely with the overall event structure. The final scheduling will also depend on coordination with the UfM and the steering committee. The Contractor will design the training to ensure it aligns with the regional framework and meets the needs of the research and business communities.

**Question 8:** *Will the training and the high-level segment take place at the same venue?*

**Answer:** Yes, both the training and the high-level segment are expected to take place at the same venue or in close proximity, depending on coordination with the UfM and the steering committee.

**Question 9:** *The tender states that logistical costs for the Conference, “except those related to the contractor(s) and subcontractor(s) if any,” will be covered by UfMS and its co-organising partner(s). Could you clarify what is included under these logistics? For example, are costs and work such as AV equipment, food costs, preparing the venue, and possible site visits the contractor’s responsibility?*

**Answer:** The logistical costs covered by UfMS and its co-organizing partner(s) include venue costs and general conference logistics. Including AV equipment, food, preparing the venue, and site visits.



**Question 10:** *Could you clarify the expected level of logistical involvement from the contractor? For example, are we expected to manage or physically handle event logistics (e.g. carrying furniture or handling IT)?*

**Answer:** The contractor's role is primarily focused on management and oversight rather than hands-on logistical tasks such as moving furniture or handling IT. However, they are expected to provide support as needed during the training to ensure smooth execution. In addition, the contractor is responsible for preparatory work beyond venue logistics, such as managing digital platforms if outlined in the project proposal.

**Question 11:** *Are Contractors expected to attach the final reports of reference projects outlined in the Tender submission form part 3C?*

**Answer:** Evidence must be kept by the tenderer and included as annexes in the final report, along with all remaining relevant reports. Additional documentation should be provided upon request.

**Question 12:** *Is the selection of the 30 trainees to be conducted independently by the Contractor, or will this be a joint decision with UfMS?*

**Answer:** The selection of the 30 trainees will be conducted by UfM, with the possibility of requesting support from the Contractor, including assistance in preparing digital tools for the selection process.