

F.A.Q. (Open procedures)

We are frequently asked the following questions. The replies follow a line of conduct which might not apply to certain cases.

I would like to put forward a proposal which moves away from those requested in the technical specifications. May I propose an option?

As a general rule, options are not allowed in the bids. When they are permitted, the specifications make this clear.

If you have any doubt, ask your question in writing during the 'request for additional information' period (point IV.3.3 of the notice "**Conditions for obtaining specifications and additional documents or for obtaining a descriptive document:**

Deadline for receipt of requested documents or for access to documents.")

You must not propose alternative options in your bid. This could lead to your bid being rejected. You mustn't ask questions inside your bid as after the deadline of the depositing of bids and during the evaluation period of the bids, we no longer have the right to reply.

May I leave certain price schedule spaces empty or indicate "not applicable"?

No. Every space in the price schedule must be filled in with a price. Otherwise, the bid could be annulled.

If the price schedule causes any problems, ask a question in writing during the "request for information period" (point IV.3.3 of the notice "**Conditions for obtaining specifications and additional documents or a descriptive document:**

Deadline date for receipt of requested documents or for access to these documents.")

May I send the documents concerned with exclusion criteria (criminal record, certificates indicating that I have paid social security contributions and taxes) later, separately from my bid?

Unless otherwise stated in the specifications, supporting documents to the "Declaration of honour" (criminal record, certificates indicating that I have paid social security contributions and taxes) must be part of the bid and sent in at the same time as the bid.