



Project Management Unit of the "Integrated Nutrient Pollution Control Project"

Reg. No. 136.192./UMP/06.02.2018.

PROPOSED FOR
APPROVAL,
Project Coordinator
SECRETARY OF STATE
Adriana PETCU



Ref: Consulting services for a National Public Awareness Campaign, to promote the best practices and financial instruments for compliance with the EU Nitrates Directive" - 01/FBS/2018

Clarifications to the Request for Expressions of Interest (REols)

Dear prospective Consultants,

Please find below our answers to the clarification requests received under this procurement procedure from Consultants interested in providing these services. This clarification letter complement/supplement, as the case may be, the Request for Expressions of Interest.

Question no. 1 With reference to the consulting service 01/FBS/2018, please clarify the following

: "We were wondering about the "availability of appropriate skills among staff" and the level of detail needed in the application. More specifically, it would be helpful to know if in the Expression of interest we have to provide detailed information about the team that will work on the project (Curriculum Vitae) or is it enough to provide a brief description of our consultants' areas of expertise".

Answer no. 1: The Consultants will have to demonstrate in their Expressions of Interest, that they have the required general and specific experience and also the appropriate skills among the specialized staff, to fulfil the requirements of the assignment, as mentioned in the Request for Expressions of Interest and ToRs.

At this stage of the selection procedure, as requested in the REols, "Consultants shall provide relevant information regarding the availability of appropriate skills among their staff, as requested in the ToRs. Consultants shall provide relevant information regarding their Human Resources capacity, in terms of number of employed experts and/or freelance collaboration experts and their relevant skills, as necessary for implementing the Public Awareness Campaign".

MINISTRY OF WATERS AND FORESTS

Therefore, Consultants will include in their Expressions of Interest relevant and sufficient information in order to demonstrate their capacity to mobilize experts with relevant experience and with appropriate skills for implementing the Public Awareness Campaign. In this respect, at this stage of the selection procedure, CVs are not required.

Question no. 2. *“The Expression of Interest will be submitted in English or Romanian language?”*

Answer no. 2: The language of this selection procedure is English and the Expressions of Interests will be submitted in English. All the correspondence related to this assignment will be carried out in English.

Question no. 3. *“Within the chapter **“General qualification”** where it is requested to prove the applicant’s relevant professional experience and also the specific experience, this experience must be proven through the communication campaigns implemented only in the last 5 years or it must be demonstrated the applicants’ experience regarding similar communication campaigns, as complexity, in more than the last 5 years?”*

Answer no. 3: Regarding the General qualifications criterion, the Consultant should demonstrate the Company’s experience (or the experience of each member of the Joint Venture, as the case may be).

Therefore, the Consultant will include all relevant technical and economic information about the Company/or about each of the partners forming the JV (in case of JV associations). Consultants will also summarize the relevant information in order to demonstrate a general professional experience and a proven specific experience of preferably not less than 5 years.

For this purpose, the Consultant (or each member of a JV) will include letters of recommendation, as requested in the Request for Expression of Interest.

Question no. 4: *“Within the chapter **Specific experience** from the Request for Expression of Interest, please specify if relevant projects implemented regarding Public Awareness Campaigns, there will be considered only communication campaigns related to environment issues/topics or we can include any other communication and image campaigns similar as complexity with the present assignment?”*

Answer no. 4: Regarding the Specific experience criterion, the Consultant should submit, as indicated in the Request of Expression of Interest, a brief description of the actions, deliverables and results of at least 3 campaigns that are similar in terms of complexity, considering the specificity of the present assignment, regardless of the subject and/or messages of the campaigns, which were finalized and/or on-going during the last 5 years.

Question no. 5: Please kindly let us know if any sub-consultants can be indicated after the shortlist is drawn, at the request for proposal stage.

Answer no. 5: YES. Sub-consultants can be indicated after the shortlist is drawn, at the request for proposal stage.

MINISTRY OF WATERS AND FORESTS

As indicated in the Request for Expression of Interest, at the stage of submitting their Expression of Interest, Consultants may associate to enhance their qualification, either in the form of a joint-venture (with or without sub-consultancy) or in the form of a sub-consultancy. The type of the association (Joint-venture, with or without sub-consultancy, or sub-consultancy) should be clearly indicated in the Expression of Interest.

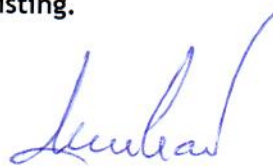
If short-listed, the Consultant alone, or "the association" (in the form of a joint-venture, with or without sub-consultancy, or as a sub-consultancy), as the case of the Expression of Interest may be, generically called "Consultant", at the stage of the submission of their technical and financial proposal, in the Client's Letter of Invitation Consultants are requested to inform the Client whether they intend to submit a proposal alone (namely, in the form they were shortlisted) or intend to enhance their experience by requesting permission (of the Client) to associate with other firm(s). In this later case, the provisions clause 14.1.1 of the Instructions to Consultants will apply:

"If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if permitted in the **Data Sheet**. In all such cases a shortlisted Consultant must obtain the written approval of the Client prior to the submission of the Proposal. When associating with non-shortlisted firms in the form of a joint venture or a sub-consultancy, the shortlisted Consultant shall be a lead member. If shortlisted Consultants associate with each other, any of them can be a lead member."

Note: Please note that in the case of a Joint Venture, the members will be evaluated jointly under each criterion for the purpose of short-listing.

Kind Regards,

Naiana MILEA
PMU DIRECTOR



Ion MEȚIU
Institutional Coordonator Components 2&3



Cătălina CRIVEANU
PMU Procurement Manager



Anna-Maria MAREȘ
Procurement Expert - PMU, Individual Consultant

