



Memorandum of information European tender '**Support Services for CA EED3**'.

Date: 23 February 2022

In this memorandum of information, the contracting authority provides answers to the questions asked and remarks posted in the context of the above-mentioned European tender. This memorandum of information forms an integral part of the tender document (with reference 202106145)

Question	Chapter/ Paragraph from the selection instructions/the tender document	Question	Answer
1.	Attendance at management team meetings	Is the subcontractor required to attend all or part of the management team meetings? If so, would the subcontractor ever need to attend the management team meetings that take place in-between the plenary meetings in person, or can the subcontractor contribute via video link in these cases?	The subcontractor is not required to attend in person the in-between management team meetings. If required by RVO, the subcontractor will contribute via video link on specific agenda items. Regarding the management team meetings connected to a plenary meeting, the subcontractor may be asked by RVO to contribute in person on specific agenda items.
2.	Value of contract	The value of the contract is estimated at € 791,576. Is there any flexibility on this, if so how much?	The Tendering Authority has an estimated project budget of € 879.084 (including of Dutch VAT) which amount is fixed in the Grant Agreement. The actual value of the contract, in the Tender Document estimated at € 791.576 (excluding Dutch VAT), will depend on the actual split between costs for which Dutch VAT is due and costs for which Dutch VAT is not due.
3.	Website hosting costs - flexibility	In the tender, the subcontractor is asked to supply a quote for the website maintenance and hosting costs. Is there any flexibility on this, meaning can underspend on the website hosting be used towards other communication activities, or can understand	The quote for the website hosting included in the Tender shall take into account the specifications of the website as mentioned in the deliverables (section 2.1.2, Component 2) and Annex 8. The actual amount spent can be flexible, provided that the required services are delivered at the agreed service level and

Question	Chapter/ Paragraph from the selection instructions/the tender document	Question	Answer
		in other categories be used for website hosting and maintenance costs?	RVO is informed about the deviations.
4.	Website hosting costs - payment schedule	It is clear that the staff hours and direct costs will be paid to the subcontractor on a monthly basis, but how will the costs for the website hosting and maintenance be reimbursed? Will that be paid in advance, or monthly or as and when they occur?	All costs will be paid monthly as they have occurred, i.e. based on actual paid direct costs by the subcontractor and actual staff hours in that month.
5.	Invoicing process	For submission of direct costs (travel, venue hire, logistics costs) what type of backing documents will be accepted?	Copies of Invoices for the products and services, including dates, periods and products/services delivered, in line with RVO invoicing requirements.