

# Consultation for tender - Anthropometric data of adults

## FAQs

### **1. Is there a template or a form for responding to the consultation for tender?**

It is recommended to use the application form provided on the website of the call for tender.

### **2. How many hard copies have to be provided with the application?**

One.

### **3. Is there any additional supplementary information?**

Supplementary information to the call for tender will be published on the call for tender website of DIN (<https://www.din.de/en/getting-involved/calls-for-tender>). These FAQs have been placed on this website. If needed, the FAQs will be updated/replaced with revised FAQs in order to answer questions.

### **4. How will the selection procedure be carried out and when will it be completed?**

The selection will be conducted by a selection panel on the basis of defined selection criteria (clause V) and award criteria (clause VI).

The selection procedure begins after completion of the deadline and will be carried out as quickly as possible. However, it is presently not foreseeable when the selection will be completed.

### **5. What kind of documentation is necessary to prove the economic and financial capacities?**

The applicant has to prove that she/he is able to execute the project in economic and financial terms within the given time frame, i.e. sufficient staff, financial means etc. This could be proven by documents such as annual reports or by business/financial figures of the last 3 years (number of staff, revenues, balance sheet totals etc.).

### **6. Is there any indication of what a suitable budget might be or is there a maximum budget?**

In accordance with the principles of public procurement law, DIN is not allowed to make any statements on the maximum price, budget or set/person-day. This would enable applicants to orient themselves to these from the outset, which could undermine the principle of economic efficiency in awarding contracts.

### **7. How should reporting be done? At physical or online meetings or via e-mail?**

Regular reporting should be done at meetings of CEN/TC 122/WG 1 (usually twice per year) which can take place at different locations in Europe or as web conference. Consequently, it is expected that the Technical Project Leader attends these meetings.

Additional reporting via e-mail or in web conferences with e.g. CEN/TC 122/WG 1 leadership might be necessary, e.g. if the time between meetings is long or if there is important information to report.

Furthermore, according to the draft service contract the delivery of one progress and one final report which will be submitted to the European Commission is required.

***8. Is it possible in this call for tender to involve multiple organisations in the form of a consortium to execute the proposed project? Or is the aim to have a single organization submit a proposal?***

Yes, it is possible to involve multiple organisations in the form of a consortium to execute the proposed project. See also clause VIII "Tenders" of the call for tender.