

Revised Call for tender - AnthroMachPPE

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](#). Please note that there are individual application forms for each project role. **In case of a consortium consisting of several organisations, it is sufficient to submit the application using one form. As indicated in the form section A (Information about the organisation/s) should be completed for each organization involved.**

NOTE Question/answer 1 has been modified in this revised version of the FAQs, see highlighting in **red**.

2. How shall the application be submitted?

Tenders shall be sent exclusively to AnthroMachPPE@din.de, as soon as possible, to be received before the end of the deadline. Applications sent to an address other than the one given must be excluded from the award procedure.

Please note that e-mails to this address will not be read before the end of the deadline of the call for tender. In case of questions or need for clarification or additional information please contact the secretary of CEN/TC 122/WG 1 "Anthropometry", Sebastian Lentz (sebastian.lentz@din.de).

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 applicants have to prove that they are 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 subcontractors attend 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 progress and/or final reports 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.

NOTE The following questions/answers 9 and 10 have been added in this revised version of the FAQs.

9. In clause III.1 of the call for tender it is stated that "A budget of 5.000 € (separate from the budget of the Researcher on Anthropometry applied to Human-Machinery/PPE Interaction) has been allocated for the workshop to cover e.g. travel costs for speakers, catering, conference materials/flyers etc.". Does this mean that 5.000 € has been allocated in total or for each workshop (i.e. 10.000 €) in total?

A budget of 5.000 € has been allocated for the workshops, i.e. 5.000 € in total.

10. According to V.1 (Technical project leadership) and V.2 (Researcher on Anthropometry applied to Human-Machinery/PPE Interaction), respectively, the applicants of the respective advertised positions shall have "experience in European and/or International standardization for at least 3 years". Does this mean that the applicant must have been a member of European and/or international standardization committees for at least three years, or is participation through the submission of comments, regular guest attendance, etc., over a longer period of time sufficient to demonstrate experience in European and/or international standardization?

Formal membership of European and/or international standardization committees is not required. While occasional guest participation (e.g. in the context of comment resolution at Enquire stage) gives certain insights into the standardization work it does, however, not provide the same level of experience and knowledge over the whole standardization process.

Therefore, if applicants do not have at least three years of membership in European and/or international standardization committees, they must demonstrate a strong involvement in European/international standardization over a period of at least three years by other means.

This could e.g. be accomplished by an overview of standardization activities on a European/international level (attendance at various meetings, preferably more than one meeting in the same specific committee to demonstrate continuous involvement) and participation in standardization projects and the time periods in which these activities took place.