

Questions concerning the Kansallinen hankintailmoitus: Ministry for Foreign Affairs of Finland :  
Coordination of the National Network of the Anna Lindh Foundation (ALF) in Finland 2019-20

- 1) I'm sorry, but I do not understand annex F. Does this concern only the availability of the personnel assigned to the project? How specific is one expected to be? Should time also be specified? There is no mention of exclusivity? Please advise.

Two assigned persons for the period of 1.1.2019 - 31.12.2020 on part time basis.

- 2) The consultancy contract refers constantly to a "recipient government". How is that to be interpreted in the Anna Lindh Foundation case? In the previous case, a simple contract was made to reflect the terms of the required coordination services. This time the contract is a long and general one, with many clauses that bear no relevance to the service required.

Annex D is only a sample of contract and will be modified upon finalization of this procurement.

- 3) Is the tenderer expected to be a member of the Anna Lindh Foundation Network? If not, is the tenderer expected to fulfill the membership criteria defined in the Network rules, i.e. can at some point become a member?

No. In principle not, but ALF Network membership can be a positive factor in understanding the nature of the ALF activities and would promote interactive information flow among Network and with the ALF Secretariat in relation to ALF rules.

- 4) FIME's activities are mostly not project-based, but funded by an annual grant from the ministry of education and culture. Can we still list our grant-funded activities as a reference?

Yes.

- 5) When looking at the general terms, as a consultant, can we also charge overhead and make profit on providing the coordination services (long term expert fee)?

Yes, provided that the organization's own constitution or rules/charter allows.

- 6) Administrative support services or communication and marketing costs are not mentioned in the budget part of ToR, but presumably those can be negotiated when making the contract?

Yes.

Annex C has been corrected as follows:

**1.1 Registration in trade register, prepayment register, employer register and value added tax register as VAT liable or in register of associations and employer register.**

Alteration to annex C page 4:

..."or in register of associations and employer register"

so that entire sentence will be modified as follows:

1.1 Registration in trade register, prepayment register, employer register and value added tax register as VAT liable or in register of associations and employer register.

Additional annex;

Finnish Network of Anna Lindh Foundation Internal Rules.