

Supply, Delivery and Installation of Greenhouses w/Systems for Drip Irrigation and Vegetable Seedlings to the Beneficiaries of the Project

Direct Socio-Economic Assistance to Extremely Vulnerable Families in the Cities and Municipalities in Bosnia and Herzegovina

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CLARIFICATION No. 1

- Question 1 - *For any proof documents, are we obliged to submit certified copies (certified by the public notary) or uncertified copies?*
- Answer 1 - You are not obliged to submit certified copies of any proof document.
- Question 2 - *Are we obliged to translate all submitted proof documents?*
- Answer 2 - Please refer to the point 9.1 of the Instructions to tenderer;
- Question 3 - *Are we obliged to submit translations certified by court interpreter?*
- Answer 3 - You are not obliged to submit translations certified by court interpreter;
- Question 4 - *You stated that the tenderer must have Agronomist – B.Sc. Agriculture as a full time employee, with minimum experience of five (5) years in projects like this one, which will assist and train beneficiaries on establishment and critical stages of the first crop; You have requested proof documents for the Agronomist – B.Sc. Agriculture: copy of diploma; But, which document do you request for experience and full time employment? Is a Certificate issued by the employer (us in this matter) sufficient for this request?*
- Answer 4 - The following have to be submitted as evidence proving relevant work experience:
- Certificate(s) of the employer(s) with whom the Agronomist has worked or work, which must be precise and detailed, and contain essential elements that clearly indicate the required work experience such as job title, education level, how long she or he has been performing this job, a precise description of the job position and a clear period of work engagement on the job.
 - An employment contract, temporary work contract, decision to establish / terminate employment relationship, recommendations or other similar documents can only be evidence of work experience if they contain all the information required, like engagement period, job title and precise job description.
 - Documents not accepted as valid proof of required work experience:
 1. Employment record book, since it cannot prove any form of work experience;
 2. Certificate(s) proving work experience, since work experience represent only the time an employee spends in employment – it cannot prove type of work experience;
 3. Certificate(s) issued by PIO/MIO on the information registered in the employee registry cannot be accepted as valid evidence without the confirmation of the PIO/MIO where the occupation code is given along with the explanation of the occupational code.