Tender No. PS/SRV/DMI/027/2026– Scoping and Functional Design of the Transport Community Digital Mobility and Innovation Hub

Clarification no. 3

No.	Clarification request	Contracting authority's answer
1.	Submission address. Section 1 of the Invitation to Tender gives the submission address as procurement@transportcommunity.org, while the tender notice and the Transport Community website use procurement@transport-community.org. Please confirm which address tenders should be sent to.	**The correct email address for the submission of tenders is procurement@transport-community.org.** **Tenderers shall submit their tenders to this address in accordance with the submission requirements set out in the tender documentation.**

2.	Eligibility by place of establishment. The Terms of Reference and the Invitation to Tender set out the exclusion criteria and require a tenderer to be legally established and authorised to perform the professional activities relevant to the subject matter of the contract, but do not state any requirement as to country of establishment. Please confirm whether a legal entity established outside the European Union and the Western Balkans is eligible to tender, either on its own account or as a member of a consortium.	**In accordance with Section III.1 of the Instructions to Tenderers, participation in this procurement procedure is open to legal persons established in an EU Member State, an EEA Member State, a South East European Party signatory to the Transport Community Treaty, or a third country covered by a specific agreement with the European Union in the field of public procurement, subject to the conditions of that agreement.** **Accordingly, a legal entity established outside the European Union and the Western Balkans may participate only if its country of establishment falls within one of the eligible categories specified above.** **The same eligibility requirements apply to legal entities participating as members of a consortium. Eligibility shall be assessed in accordance with the applicable provisions of the tender documentation.**
3.	**Educational qualification – Digital Mobility & Business Analysis Expert** The Terms of Reference specify a relevant university degree for the Digital Mobility & Business Analysis Expert. Could you please clarify whether a German	**As specified in Section 5.1 of the Terms of Reference, the Digital Mobility & Business Analysis Expert must hold a university degree in transport, engineering, economics, business administration, information technology, innovation management or another field relevant to the assignment.**

	Diploma in Business Economics (*Betriebswirt, VWA*), obtained through a three-year programme and classified at Level 6 of the European Qualifications Framework (EQF), would be considered an acceptable qualification when combined with extensive relevant professional experience in digital transport solutions, business analysis and functional requirements development?	**The qualification mentioned in the request cannot be confirmed as acceptable solely on the basis of its stated EQF level or the accompanying professional experience. Its acceptability will depend on the nature of the qualification and the extent to which it meets the educational requirements specified in the Terms of Reference.** **Tenderers should provide sufficient information and supporting documentation regarding the proposed expert's qualification to enable the Evaluation Committee to assess compliance with the requirements. The assessment will be conducted during the evaluation of tenders, taking into account the qualification requirements set out in the Terms of Reference.**
4.	**Non-EU subcontractor** Can a consultancy legally established in Germany engage a US-based expert as a subcontractor for the IT Platform Architecture Expert role? If so, are there any specific eligibility, registration or documentation requirements applicable to non-EU subcontractors?	**A consultancy established in an eligible country may engage experts to support the implementation of the assignment, subject to compliance with the applicable requirements of the tender documentation.** **Section III.1 of the Instructions to Tenderers requires economic operators involved in the procedure, regardless of their role, to comply with the applicable exclusion requirements. The economic operator must also be legally established and authorised to perform**

		the professional activities relevant to the subject matter of the contract, as applicable to its role. **Furthermore, the engagement of a subcontractor or external expert does not exempt the parties involved from applicable eligibility, exclusion or documentation requirements.** **For more details see answer under question 2.**
5.	**Interpretation of digital platform experience** The Terms of Reference require the Digital Mobility & Business Analysis Expert to have completed at least two relevant projects, including at least one involving the development or functional design of a digital platform, portal or knowledge-sharing environment. Would experience in the functional design, requirements definition and implementation of digital transport solutions, such as electronic road user charging and transport compliance systems, qualify as relevant digital platform experience?	**The project-related experience requirements in Section 5.1 encompass digital mobility and digital platform/service development.** **Experience in the functional design, requirements definition and implementation of electronic road user charging, transport compliance systems or comparable digital transport solutions may therefore be considered relevant.** **However, at least one of the qualifying projects must demonstrate actual involvement in the development or functional design of a digital platform, portal or knowledge-sharing environment, as required by the Terms of Reference.** **The assessment will be based on the nature of the project, the functionalities developed and the expert's specific responsibilities, rather than solely on the sector or title of the project.**

6.	**Supporting evidence of professional experience** The Terms of Reference state that reference letters or contracts confirming professional experience should be included in the Technical Offer. Could you please clarify whether detailed project descriptions in the experts' CVs, including their specific roles and responsibilities, would be sufficient at the time of submission, with supporting documentation or references provided upon request? For projects completed during previous employment, particularly where company leadership or personnel have since changed, would confirmation from former project managers, supervisors or client representatives who can verify the expert's involvement be accepted?	**Tenderers are expected to provide reference letters or contracts confirming the experts' professional experience together with the Technical Offer, as specified in Section 5.1 of the Terms of Reference.** **Detailed project descriptions in experts' CVs should complement, rather than replace, the requested supporting documentation** **For projects undertaken during previous employment, reference letters or confirmations issued by former project managers, supervisors or client representatives may be considered, provided that they adequately substantiate the expert's participation, responsibilities and relevant project experience.** **The Evaluation Committee will assess the sufficiency and relevance of the submitted documentation.**

7.	**Expected extent of stakeholder consultation** The Terms of Reference envisage an online survey, interviews and/or focus groups with regional stakeholders. Is there an expected minimum number of stakeholders, interviews or consultation sessions, or should tenderers propose an appropriate consultation approach within the available budget and timeframe?	**The Terms of Reference do not prescribe a fixed minimum number of stakeholders, interviews or consultation sessions.** **As specified under Task 2, the consultation process must include an online regional survey, complemented by targeted interviews and/or focus groups involving relevant stakeholder categories.** **Tenderers are expected to propose an appropriate and proportionate consultation methodology, taking into account the regional scope, diversity of stakeholders, available budget and implementation timeframe.** **The proposed approach should be sufficient to identify and validate stakeholder needs, priority use cases and functional requirements of the Hub.** **The Transport Community Secretariat will facilitate communication with relevant stakeholders where necessary and feasible, while the contractor remains responsible for obtaining sufficient stakeholder input to complete the assignment.**

8.	**Level of detail required for procurement-ready technical specifications** The final deliverable includes procurement-ready technical specifications for the subsequent development of the Digital Mobility and Innovation Hub. Could you clarify the expected level of technical detail? Specifically, should the specifications include detailed system architecture, API specifications, data models and security requirements, or is the expectation a functional specification supported by high-level technical architecture sufficient to support a subsequent procurement process and to leave room for technical innovation?	**In accordance with Tasks 4 and 5 of the Terms of Reference, the expected output is a comprehensive functional specification supported by a high-level technical architecture, sufficiently detailed to enable a subsequent competitive procurement procedure. The specifications should define the required functionalities as described in ToR 3. Scope of work. The specifications should be sufficiently clear and measurable to allow potential developers to prepare comparable technical and financial offers, while preserving appropriate flexibility for technological solutions and innovation during the subsequent development phase.**