

CORRECTIVE NOTICE

On page 3 of the tender document it is mentioned that 2 auditors will be chosen per region. This is an incorrect phrasing. There will be a total of 6 auditors (regardless of the region where they come from) who will be required to carry out audits across the EMR region.

QUESTIONS & ANSWERS

What are the minimum deliverables and quality requirements for an audit?

The minimum requirements are defined in the template in Annex 5 of the tender document. We expect a proposal from the tenderer to clarify their specific methodology in the plan of approach (this falls under award criteria 2).

What should be learned from the audits, for the company and for the project?

The SME must gain insight into the various waste flows and concrete proposals for optimization must be proposed by the auditor. For the project as a whole, the results of the various audits will be clustered by sector/specialization (this is the responsibility of the project partners).

Is there feedback for the companies regarding targeted actions or is it a report of the observations?

A report of the auditor requires a presentation of the auditor's observations, including feedback and recommendations by the auditor. No verbal feedback is provided. The report must be able to stand on its own.

What are the deliverables : report, data,...?

An audit report should be delivered. The report must be supported by quantitative data in order to provide insight into the waste flows.

Duration of the audits (3 months), Is that the lead time per audit visit(s), report,....

Per audit, a period of 3 months is foreseen. The period runs from the moment the auditor is assigned to the SME until the report is delivered to the SME.

Duration of the audits (3 months), Is that the period to carry out all the assigned audits?

There is a period of 3 months per audit. The period runs from the time that the auditor is assigned to the SME.

Can be registered for one region?

No, the registration is valid for the entire EMR region. Thus, it is possible that an auditor will perform audits in another region, than the one they are located in. This will be mutually agreed upon.

Who is responsible for the recruitment of companies?

This is the responsibility of the project. SMEs can subscribe to a voucher call that will be launched by the project.

Can there be proposed a set of auditors to ensure sufficient back-up capacity as well as coverage of the 3 regions? Must specific resumes of proposed auditors be submitted?

Auditors will not be selected on an individual basis (i.e. auditor's individual resumes). It is possible to submit an offer as a company with multiple auditors. Individual resumes may be submitted, but are not required.