DEMOCRATIC INSTITUTIONS AND FREEDOMS DEPARTMENT
Culture and Heritage for Democracy Division

Call for tenders 02-2025

European Heritage Days website hosting, maintenance and development services

Questions and Answers

**Q1. Could you please provide the Act of Engagement (AoE) in editable Word format?**

Yes, the Act of Engagement is available in editable [Word format](https://www.europeanheritagedays.com/node/541844). However, please note that no modifications to the template are permitted. The document must be completed as required, without altering the structure or wording.

**Q2. Our offer will comprise companies belonging to the same group, led by a member company. We understand that in this case, CVs may be provided by any company within our group, and that it is not necessary to declare such a group member as a subcontractor or partner. Could you please confirm whether our understanding is correct or clarify if otherwise?**

In such cases, the companies may apply as a consortium. All members of the consortium must complete and sign the Act of Engagement. CVs from all consortium members may be submitted as part of the offer. It is important to clearly indicate the consortium structure in the application.

**Q3. This Act of Engagement mentions that a consortium's leader and members must complete and sign the Council of Europe consortium declaration. Could you please provide the template for this declaration?**

Yes, the [consortium declaration is available for download](https://www.europeanheritagedays.com/node/541845). Please note that no modifications to the template are permitted. The document must be completed as required, without altering the structure or wording.

Also, bidders are expected to have an internal agreement in place outlining the roles and responsibilities of each consortium member. While this agreement is not required at the time of bid submission, it may be requested by the contracting authority at any stage during the procedure.