

*Questions – answers that are submitted by participants of International Two-stage Architectural Design Contest of Building for Arvo Pärt Centre*

**Neljapäev/Thursday, 28.11.2013**

*Küsimused/Questions:*

1. Lisa 3 Hankelepingu sõlmimise eeltingimused pkt 2.3 – seab tingimuseks sisearhitekti VII kutse kvalifikatsiooni - sellist taset ei ole kutse registri andmeil Eestis välja antud.

Question concerns only Estonian participants.

2. Lisa 3. Pkt 2.4 seab tingimuseks maastikuarhitekti VII kutse kvalifikatsiooni – antud kutseid on välja antud Eestis vaid 6, milleks selline piirang?

Question concerns only Estonian participants.

3. Palun anda infot soovitud brutopinna osas nt 10% täpsusega, vastasel juhul ei ole võimalik hinnata hankelepingu tingimusi maksumuse osas, kas seatud eelarvega max 120 EUR neto m<sup>2</sup> on teostatav. /

Please advise about the desired gross area, for instance, with a 10% accuracy, otherwise it would be impossible to evaluate the conditions of the procurement contract in terms of the costs and whether the set budget, EUR 120 net per m<sup>2</sup>, is achievable.

4. Palun anda infot kui suurt ala tuleb käsitleda asendiplaaniliselt ennekõike väikevormid, rajatised ja haljastus. Kinnistu on ca 5,3 hektarit ja ilmselt, ei tule käsitleda kogu kinnistut. /

Please advise about how large area has to be handled as a site plan, especially small forms, facilities, and greenery. The registered immovable is about 5.3 hectares and probably the whole registered immovable does not have to be handled.

*Vastused/Answers:*

1. Sarnaselt Eesti Arhitektide Liidule on ka Eesti Sisearhitektide Liidus V tase võrdsustatud VII-ga.

2. Küsimus on põhjendatud. Kuna maastikuarhitekti kutsete jagamist on Eestis alles äsja alustatud, siis nõustub korraldaja tingimuste leevendamisega ja asendab selle nõudega maastikuarhitekti erialase magistrikraadi või sellega võrdsustatud hariduse kohta ning vähemalt 4-aastase erialase järjepideva töökogemuse kohta peale kraadi omandamist. Parandus tingimustesse viiakse sisse 3 päeva jooksul.

3. Vastavalt juhendi punktile 1.3.4 on kavandatava hoone brutopind kuni 2000 m<sup>2</sup>. Ideekonkursi teise etapi võistlusülesandes (avaldatakse 01.03.2014) tuuakse ära hoone kavandatavate funktsioonide ja tehniliste nõuete kirjeldus ja ruumiprogramm (punkt 12.2)./

According to clause 1.3.4 of the terms of reference, the gross area of the planned building is up to 2,000 m<sup>2</sup>. The idea contest's second stage competition task (published on 01.03.2014) indicates the building's planned functions and the specification of technical requirements and plans for the rooms (clause 12.2).

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4. See on võistleja enda valida, kuid mitte vähem kui 1 ha. Eesmärgiks on olemasolevat looduslikku keskkonda maksimaalselt säilitada. /

The contestant can choose this, but must not be less than 1 ha. The objective is to retain the existing natural environment insofar as possible.

**Reede/Friday, 29.11.2013**

*Question:*

We would like to know what is a total budget foreseen for the Arvo Pärt centre building excluding VAT.

*Answer:*

According to the p. 15.3. in the Rules of Competition, the expected maximum value of the contract for services for design work awarded within the negotiated procedure without a prior call for competition shall be EUR 120 per m<sup>2</sup> of net area. The said amount does not include value added tax.

**Esmaspäev/Monday, 2.12.2013**

*Question:*

I couldn't find out how many teams get selected for the second phase.

*Answer:*

For the second phase 10-20 teams will be selected.

*Question:*

Do we get more information about the program and size when I register?

*Answer:*

You will find exact information about the program, size etc when you download the rules of participation. Just register, and the file will appear.

*Question:*

You have written, that services for design work shall be maximum 120 EUR/m<sup>2</sup> excluding VAT. We have analysed the competition rules further and could not find if this is only a payment for architect's services or including payments of landscape architect, civil engineers, technical engineers, acoustic specialist, sustainability expert etc. Could you please give us more detailed information?

*Answer:*

Yes, it includes all planning work, only acoustics is not included.

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*Question:*

Does the International Arvo Pärt Centre Foundation offer a building budget of the Arvo Pärt center? If it is already stated we would appreciate to know it.

*Answer:*

The building budget for your design solution should not significantly exceed the usual Estonian price level (for public or office buildings).

**Teisipäev/Tuesday, 10.12.2013**

*Question:*

If we use joint participant/s, could she/or he submit list of objects separately from the list by architect? If so, could you specify the number of samples for the joint participant/s?

*Answer:*

You should have one key architect and the list should consist of his/her works.

*Question:*

Does 3000 characters include spaces in-between? / Introduction of the participants creation

*Answer:*

It is without spaces.

*Question:*

Is it allowed to use graphical material (diagrams, images) to fulfill our introduction?

*Answer:* No.

*Question:*

Our office has many years of experience dealing with buildings in landscape with poetic nature. Projects done in woods or reaching sea coasts are often smaller than 1500 m<sup>2</sup>. Therefore we think it would be good to have a possibility to show/illustrate smaller suitable references for Arvo Pärt centre.

*Answer:*

We have asked photos about the buildings with size from 1500m<sup>2</sup>, because the sizes of buildings should be comparable.

*Question:*

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Let us know if there is, or possibly will be, any **public arena for questions and answers** regarding the competition.

*Answer:*

Yes, the questions- answers will be published in [www.arhliit.ee/apc](http://www.arhliit.ee/apc) and will be updated once a week.

*Question:*

In regards to the portfolio requirements are the list of up to 10 "objects" to be accompanied by 4 photos each or are we to provide 4 photos only for each of the building(s) within the "object" list that comply with the requirements stated in clause 7.1.9.3.?

*Answer:*

You should choose these 4 photos yourself, it is up to you, if you send 4 photos from 4 different buildings or 4 photos from the same building, or 2 photos from 2 buildings etc. There must be 4 photos, but you decide, how many buildings they present.

*Question:*

Do we need to provide a concept proposal at the first stage together with our portfolio, resume, ect.?

*Answer:*

No, you don't have to provide a concept. You should send your portfolio and forms as required in the rules of the design contest.

**Tuesday, 17.12.2013**

*Question:*

I see in Annex 3 that you require an interior architect who has acquired professional qualification at level VII. What level is this referring to? Can the interior architect be the same as the Architect? And can the reference project be the same?

*Answer:*

Annex 3 gives you information about the procurement that will take place after the design contest. Shortly - qualification level VII is licensed architect who is eligible to sign the project. You don't need to give references to interior architect in the portfolio.

*Question:*

Can the Engineer and the Acoustician be the same firm?

*Answer:*

Yes, they can.

*Question:*

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In Annex 3, point 3, it says the net turnover must form an average of 60,000 EUR. Do you mean minimum?

*Answer:*

Yes, we do.

*Question:*

In point 6.1.1, it states that participants registered in a foreign country must submit a certificate of the corresponding register of their country of location. Our principal is a registered architect in the Netherlands, but we have a business registration in USA. Can you confirm that this will satisfy this requirement?

*Answer:*

In point 6.1.1. we mean the certificate of the firm about its registration in the Business Register of the country of its location.

*Question:*

For the portfolio projects in 7.1.9, is it permissible to use projects that our principal worked on at a previous firm, before founding current firm? Or must all projects be completed while at current firm?

*Answer:*

Yes, the Architect can show his/her earlier projects in the sample list of objects.

*Question:*

Point 7.1.9.4. asks for four photos of the buildings of public use and with indoor climate control -- can/should this project be one of the 10 from point 7.1.9.1., or is it supposed to be in addition?

*Answer:*

It can be one of the 10 from point 7.1.9.1., or can also be in addition.

*Question:*

Do you require portfolio projects from our sub-consultants/team members (for example -- the engineer, local architect, acoustician, etc.) and is there a limit on how many?

*Answer:*

No, you just have to fill ANNEX 1, FORM VI. PORTFOLIO and there is partition about sub-consultants (Significant partners).

*Question:*

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You ask for the hard copy to be bound with string. Is this essential or can it be in a binder or perfect bound like a booklet?

*Answer:*

It can be in a binder or perfect bound like a booklet. It is important that all pages are bound together and are not loose (unfixed).

*Question:*

We would love to know if you will review the application in print or digitally or both? Do you prefer landscape or portrait layout?

*Answer:*

We will review in print at first, but during the decision we may need to view it digitally too. The application layout is free - landscape and portrait format are both suitable.

*Question:*

How do you prefer that we present qualifications and relevant projects from our consultants? Should they be among the 10 projects we submit in the architect's portfolio? or in a separate section?

*Answer:*

You don't have to proof the qualification of your consultants during the competition. You just have to fill the forms and mention the consultants in the possible section on App 1 form IV.

*Question:*

Would it be okay to show some relevant projects from a consultant, though, if we feel that they are a strong element of our team?

*Answer:*

You should just fill the form of the portfolio (annex 1, form VI). Important is, that the jury can compare all the entries on equal basis. If you find reasonable way to present the projects of the consultant in this form, you can do it.

*Question:*

Also, just to confirm, we do need to present an architect licensed in Estonia and fluent in Estonian on our team, correct?

*Answer:*

At the moment you don't need to present an architect licensed in Estonia and fluent in Estonian - terms in annex 3 shall apply after the competition. Please read again the first sentence in annex 3.

**Wednesday, 18.12.2013**

*Questions – answers that are submitted by participants of International Two-stage Architectural Design Contest of Building for Arvo Pärt Centre*

*Question:*

We have downloaded the materials regarding the INTERNATIONAL TWO-STAGE ARCHITECTURAL DESIGN CONTEST OF BUILDING FOR ARVO PÄRT CENTRE. But we didn't receive any registry form which we could fulfill and we also didn't receive any registry code which is needed in the forms (annex1) of the contest. Could you please let us know how to obtain our registry code?

*Answer:*

You are not supposed to receive any registration number, when you download the contest rules. Registry code in Annex 1 means the registration number of your company in business register of your country.

The registration on the website of the contest is necessary for us, in order to get your (and all other) e-mail addresses - so we can use them to send important information during the contest, if needed.

**Friday, 20.12.2013**

*Question:*

I registered yesterday for the competition for the Arvo Part Centre, but I cannot find/download the zip-file with the rules of the competition. Please can you inform me or send them to me.

*Answer:*

When you register on the website, the file name apc-eng.zip will appear. It is in the same blue print like other 5 rows above, you see it immediately under the title "Questions-answers". Just click on "apc-eng.zip" there - and you can open or download the pdf file with rules.

*Question:*

What do you mean by "authorisation for use" at §7.1.9. We don't have such authorisation in our country. When the building's construction is finished, the building is proper for use. Could you give us an example of what you are waiting for.

*Answer:*

„Authorisation for use“ is the approval/ confirmation from the authorities, that the new building is ready, meets the requirements and can be used according to its function. This "Authorisation for use" can be issued by the local authority (municipality), by the owner of the building or by another institution - depends on how it is regulated in your country. You should add the explanation, how this system works in your country, who gives out the "Authorisation for Use". If you don't have such authorisation in your country, please add an explanation letter about that.

*Question:*

Our firm has a registry code, but none of the two of us (two architects) has a registry code. Except the one that is given by the "ordre des architectes". But it's not an administrative code. Is it OK like that? Can our firm be the "participant"?

*Answer:*

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Your firm can be the participant. In annex 1 form 1 the participant is the firm and there should be written registry code of the firm.

**Monday, 30.12.2013**

*Question:*

I'm an Iranian architect. Am I eligible to submit?

*Answer:*

According to the article 6.1.3:

Architect (the key person of the participant) must be a member of an architects' society or a corresponding professional association of the Member State of the European Union, member state of the Agreement on the European Economic Area or party to the Agreement on Government Procurement (GPA) in the World Trade Organization or the Architect must have a profession of an architect within the meaning of the Professions Act or the corresponding regulation of the Member State of the European Union, member state of the Agreement on the European Economic Area or party to the Agreement on Government Procurement (GPA) in the World Trade Organization.

Iran is not a member state of the WTO, so unfortunately you can not participate as Iranian architect. You can cooperate with another team from countries mentioned above (as joint application for the participation).

*Question:*

If we have the document from the union of Architects of our country, asked in 6.1.3, do we still have to show any other document in 6.1.4.?

*Answer:*

No, you don't have to.

**Sunday, 6.1.2014**

*Question:*

Could You please explain definition of legal person? If the participant is a sole trader, whether it meets the requirements of the Rules and may take part in the Design Contest?

*Answer:*

The participant can be a sole trader and may take part, when he/ she meets the qualification requirements (article 6 in contest rules).

*Question:*



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Does the translation of required documents need to be provided by sworn translator?

*Answer:*

No, these documents must not be translated by a sworn translator.

*Question:*

Does the Architect taking part in this Contest have to be a member of an architect society?

*Answer:*

The Architect must not be a member of an architect society, but he/ she must have architect's license.

*Question:*

Shall we omit Annex 1, Form IV Rules, in case we didn't plan to authorise other legal representative besides the person making the request?

*Answer:*

Annex 1 form IV is obligatory, if the participation documents will be signed by the person, who is not a legal representative of the participant.

**Monday, 6.1.2014**

*Question:*

There is no 'competent authority' that certifies tax payments as such in our country. Would it satisfy the jury if we submitted a complete tax return filed in 2012?

*Answer:*

We will accept also a certificate from your attorney or chief accountant, confirming that you have no tax debts.

*Question:*

Please explain why power of attorney is required for this submission? We do not understand this portion of the process.

*Answer:*

Annex 1 form IV is obligatory, if the participation documents will be signed by the person, who is not a legal representative of the participant.

*Question:*

In Annex 1, Form VI Portfolio, does the phrase "Significant partners from 1998-2013" refers to projects we have designed? Consultants and other team members with which we have worked? Please clarify.

*Answer:*

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It refers to your partners, that you would like to point out, important team members that you have involved.

*Question:*

Regarding the International Design Contest for the Arvo Pärt Centre, please confirm the following question: is only one copy of the submission document required for the first stage? If multiple copies are to be submitted, please indicate how many copies should be sent.

*Answer:*

Only one copy on paper is needed + digital data medium (article 7.2.2).

*Question:*

In the note under clause 3.2 - "A participant of the Architectural Design Contest must be a legal person whose location is in Estonia or in any other Member State of the European Union, in a member state of the Agreement on the European Economic Area or party to the Agreement on Government Procurement (GPA) in the World Trade Organisation as well as consortia formed of the foregoing parties (joint participants)."

The principle in our firm is Netherlands citizen, but our firm is located / registered in U.S. So, I wonder our firm will be qualified to enter the competition since we are not located in EU. If we are not qualified, would it be okay for us to enter if we join the competition as a joint participant with other firm located in EU?

*Answer:*

The participant must not be located in EU.

Please read also article 6.1.3.:

"... the Architect must be a member of an architects' society or a corresponding professional association of the Member State of the European Union, member state of the Agreement on the European Economic Area or party to the Agreement on Government Procurement (GPA) in the World Trade Organization or the Architect must have a profession of an architect within the meaning of the Professions Act or the corresponding regulation of the Member State of the European Union, member state of the Agreement on the European Economic Area or party to the Agreement on Government Procurement (GPA) in the World Trade Organization."

USA is one of the 15 parties to the GPA. So the location of your company is no barrier.

**Tuesday, 7.1.2014**

*Question:*

In our country, the Commercial Register and the Register of Economic Activities, as is asked for in 6.1.1. and 6.1.2., it is obtained in the same document. Can we deliver this document and explain the situation, or do we deliver it twice?

*Answer:*

You don't have to deliver it twice. You can deliver this document and explain the situation.

*Question:*

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We will be submitting for the first stage of the Design Contest as a firm. As we are a partnership, it is our understanding that the Portfolio section (Form VI) may be completed with projects and awards that pertain to the company rather than one individual. Please confirm whether this is correctly understood.

*Answer:*

If all your projects are designed by both partners, then the portfolio is based on 2 architects. If however they are not always both involved, you should choose 1 key person and the portfolio should be based on his/ her works.

*Question:*

In the Portfolio (Form VI), there is a section for significant partners from 1998-2013. Are we correct to assume that we may list alternate projects from the 10 in the “sample list of objects,” and our significant collaborators on these jobs? Also, may we assume that the types of collaborators to include are engineers, museum specialists, artists and the like?

*Answer:*

The projects in the section for significant partners from 1998-2013 can be same, as above in the sample list of objects or can be others, they must not be the same. This section gives you the possibility to point out some important cooperation partners, that you may want to mention. Collaborators can be engineers, museum specialists, artists etc.

**Wednesday, 8.1.2014**

*Question:*

According to point 6.1.4. (joint participation) and 11.1.3. / 7.1.9.3. (building with closed gross area of a minimum of 1.500m<sup>2</sup>) we understand that to fulfill the evaluation request we can join our projects / buildings. That means for example: together 5 projects (2 projects / participant A; 3 projects / participant B) and at least one with authorization for use. Correct?

*Answer:*

Yes, you can join your projects. But according to 11.1.3 and 7.1.9.3 it should be 4, not 5 projects / buildings. These 4 photos can also be from only one building. Or from 2 or 3 buildings. All together 4 photos, but you decide, how many buildings they represent.

*Question:*

According to point 6.1.4. (joint participation) we have situation: participant A and participant B are companies registered for architecture design services as requested in point 6.1.2.. Question: how to prepare portfolios for joint participants that projects as together are valued (5 projects (2 projects / participant A; 3 projects / participant B)).

We understand we need to point out the Key Architect (point 6.1.3) and fulfill Form VI. Portfolio for him. What about second joint participant and his projects, his portfolio which are fundamental for the contest valuation?

*Answer:*

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In case of joint participation it is possible (but not obligatory) to submit one portfolio and one CV for each participant (to choose one key person for each). Important is to consider, that the committee will evaluate the portfolio as whole - it means, that if you have many key persons, the committee will give one total grade for all submitted portfolios (average score), considering the evaluation criteria mentioned in contest rules.

**Thursday, 9.1.2014**

### *Question:*

I'm interested to know exactly the location of the site. Could you please publish any reference about the exact spot? Because we have the site plan, but I can't locate exactly where it is and is important to me, in order to know what is on the site limits, distance from the closest urban centers and other relevant spots in the area, etc.

### *Answer:*

For the location of the site please click the [Google Maps link](#).

It is the existing Arvo Pärt Centre, the new building will be across the road, left, in green marked area.

**Friday, 10.1.2014**

### *Question:*

Is it still acceptable for a company to submit qualifications if their average turnover is less than EURO 60.000? Annex 3, Item #4 states, "Based on the nature of the winning work of the Design Contest, the Contracting Authority shall retain the right to mitigate the requirements submitted in the aforementioned qualification requirements". Does this mean that an exception can be made if the quality of the winning work is of an exceptional nature?

Can a firm wishing to participate with an average turnover of less than EURO 60,000 for the prior three years choose to team with another firm that satisfies that requirement at a later should they be chosen as the winner?

### *Answer:*

The competition rules do not give exact answer. According to Estonian Public Procurement Act can a person always submit the application based on joint participation. In your case you should submit joint application to avoid possible problems later.

The rules of the contest are strict because it is a public procurement.

### *Question:*

Question regarding 7.1.9.2 - what do you mean with the architect's creation? Is it about the 1,500sqm building of public use? or, the architect's creation in general?

### *Answer:*

It is about architect's creation in general. If you read the box in the portfolio (Annex 1, form VI), it says:

It is advisable to reflect the following topics on the basis of earlier work: linkage of architecture and

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nature, public space designs (including archive, library or museum designs), environmentally sustainable and energy-conserving designs, design of a public space for a minimum of 50 persons.

*Question:*

Do we need to have a consultant group in the application or can this be formed at a later stage?

*Answer:*

It can be formed later.

*Question:*

Is the CV of the architect allowed to be sent in as an attachment, or do we need to fill in the page provided- Annex 1, form III?

*Answer:*

You should please fill in annex 1, form III.

*Question:*

15.3 specifies expected maximum cost of the design work to EUR 120 per m<sup>2</sup> net area for the whole consultant group (except acoustics). We wonder if this is correctly understood and also about what phase of the design work that is supposed to be included in this. We understand competition phase is not included, but what does operational design and special parts up to the principal design mean?

*Answer:*

Yes, it is correctly understood. Operational design and principal design are different stages of the construction project. It's according to the local Estonian standard (EVS 811).

Operational design - for design work: architecture, interior architecture, building structures, landscape architecture

Principal design - for special parts

*Question:*

I can't find the clause 1.3.4 and the information about the gross area of the planned building in the material. The part of general information only have the clauses 1.1, 1.2, and 1.3 and the information about area is not in our material. I have found the information in questions and answers but I wonder if I lack more information.

*Answer:*

Gross area of the building is mentioned in 1.4.3.

You can also look at Annex 2.

Exact rules will be given in the second stage of the competition.

**Monday, 13.1.2014**

*Question:*

For the Portfolio, are we required to use the exact Annex form (VI.) that you have provided or can we use our own graphic format?

*Answer:*

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Please use the form VI for the portfolio.

*Question:*

Should we include a cover letter with our application?

*Answer:*

You can include a cover letter, if you wish.

**Tuesday, 14.1.2014**

*Küsimus:*

Punkt 15.3: mida kujutavad endast "kõik vajalikud eeltööd (mh geodeesia, geoloogia)": kas tegu on pinnauuringutega ja kas sel juhul kõik kandidaadid tegelevad sellega eraldi või on neil ligipääs pinnauuringute andmetele. Prantsusmaal on tavaks, et pinnauuringuid tehakse sellistel puhkudel vaid üks ja seda ei vii läbi alles konkureerivad arhitektibürood.

*Vastus:*

Jah, on mõeldud on muuhulgas pinnauuringuid. Detailplaneeringu jaoks on nimetatud eeltööd tegelikult juba tehtud ja tulemustele on ligipääs olemas, kui projekteerimiseks läheb. Tehtud on geoloogilised uuringud, geodeesiat polegi vaja, kuna tegu on endise merepõhjaga, seal on puhas liiv, võib kaevata palju vaja. Praegu kasvab seal mets.

*Küsimus:*

Punkt 15.3, autorijärevalve: kas tegu on objekti järevalvega ehituse käigus või on tegu mingi projekteerimisetapiga. Ehk siis kas näidatud honorarid hõlmavad ka ehitusetappi või puudutab see siiski vaid eeluuringuid ja projekteerimist.

*Vastus:*

Honorarid sisaldavad autorijärevalvet ehitusetapis. Projekteerimisetapis järevalvet pole, sõlmitakse peaprojekteerimisleping.

**Translation to previous 2 questions in Estonian:**

*Question:*

Clause 15.3: what does "all necessary groundwork (including geodesy, geology)" refer to: are these surface studies, and in that case will all the candidates deal with this separately or do they have access to data on surface studies. In our country, it is customary in such cases that only one surface study is conducted and that it is not conducted by architectural firms that are still in the competition.

*Answer:*

The competition entry area has recently undergone geodetic surveying. The base plan, in dwg format and with a scale of 1:500, shall be available in the next stage of the competition. Geological surveys

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have not yet been conducted, but conditions for laying the foundation in the area are very good. The construction area is a former sea bed located above a thick sand layer.

*Question:*

Clause 15.3, author's supervision: is it the supervision of the object during the construction or is it some kind of planning stage. Or, do the indicated fees also include the construction stage or do they only refer to preliminary analyses and planning.

*Answer:*

The fee also includes the author's supervision conducted after the planning stage, during construction.

**Wednesday, 15.1.2014**

*Question:*

It is valid to deliver the request to participate in a post office the same day, January 22?

*Answer:*

According to the contest rules (p.8) all applications must be delivered to the address of our office by January 22 16:00. So important is not the date of stamp, but actual delivery date.

*Question:*

We are in a Joint Participation Team, but two of the Design teams are European, and the third one, is a Design Team, constituted by European Architects, but inserted in an Asian Architecture Company. We have been trying to obtain the documents required, but in their Country, there are no documents about the obligation of payment of state taxes and social security contributions, due to the fact that their company is State-Owned, and that the fact of having already the License for Business, Qualification Certificates, and Account License, means that all the taxes and social obligations are being fulfilled. So, they can not obtain any kind of document showing that this Obligations are in order, other than the documents that I have mentioned above. Can they participate with us?

*Answer:*

According to the p.3.2. in the contest rules the participant must be a legal person whose location is in Estonia or in any other Member State of the European Union, in a member state of the Agreement on the European Economic Area or party to the Agreement on Government Procurement (GPA) in the World Trade Organisation as well as consortia formed of the foregoing parties (joint participants).

Unfortunately you did not mention, which Asian country in your case it is. If the company is located in the country, which is not a party to the Agreement on Government Procurement (GPA) in the World Trade Organisation, it can not be a participant. But if the Architect/ key person of this company meets the requirements in p. 6.1.3, he can be a joint participant.

If however the requirements in p.3.2. are fulfilled, this company must submit a written explanation, why they can not submit the documents required in contest rules.

*Question:*

*Questions – answers that are submitted by participants of International Two-stage Architectural Design Contest of Building for Arvo Pärt Centre*

We will be sending the documents by courier to the address of the Union of Estonian Architects, in Tallinn, as required. Do we have to send some kind of confirmation that the Documents are in transit? Or do we only have to be aware that the documents are delivered before the deadline?

*Answer:*

You do not have to send any confirmation, important is, that we receive your application by January 22, 16:00, in our office.

**Thursday, 16.1.2014**

*Question:*

We are from Portugal and would like to know if we have to submit a certification from de Portuguese Union of Architects, confirming that the Architect is member of an architects society?

*Answer:*

You must certify it according to the p.6.1.3. It is up to you, which document you add - a member certificate or that you have a profession of an architect.

*Question:*

Do we have to submit a second Curriculum Vitae., from the Architect, in addition to ANNEX 1, FORM III?

*Answer:*

You should fill in only the form, extra CV is not necessary. It is a public procurement and all applications must be on forms, according to the annex 1.

*Question:*

Point 7.2.1 of the contest rules: "... all the documents must be signed..." – Does this refer to the forms (application, absence of grounds, portfolio etc.) only or to the "legal documents" (such as Commercial register, Tax certificate, License etc.) as well?

*Answer:*

"... all the documents must be signed..." – it refers to all forms (application, absence of grounds, portfolio etc.), which must be signed by authorised representative of the participant (you). "Legal documents" (such as Commercial register, Tax certificate, License etc.) are signed by the respective institution.

*Question:*

Can we use your name and telephone phone number (+ 372 511 0571) as contact details to put on the courier airwaybill? (couriers always need that contact information)

*Answer:*



*Questions – answers that are submitted by participants of International Two-stage Architectural Design Contest of Building for Arvo Pärt Centre*

Yes, you can use Ms Mald-Villard's name and phone number (+ 372 511 0571) as contact details to put on the courier airwaybill.

*Küsimus:*

Kas riigihanke registreerimisnumber, mis peab figureerima taotluse ümbrikul, vastab "viitenumbrile" eeskirja lk 3 ?

Is the reference number of the public procurement , which has to be mentioned on the envelope, the same as the „reference number“ on page 3 of the contest rules?

*Vastus:*

Jah, see viitenumber tuleb kirjutada ümbrikule.

Yes, this reference number must be written on the envelope.