Temporary procedures for the submission and evaluation of applications within the framework of the Call for Proposals “Delivery of local investment advisory services by National Promotional Banks (NPBs)” with Reference Number SG/AS/EIAH/2017-1621/MS in light of the measures introduced to combat the spread of COVID-19

Article 5.2 of the conditions of the Call for Proposals “Delivery of local investment advisory services by National Promotional Banks (NPBs)” with Reference Number SG/AS/EIAH/2017-1621/MS (the “Call”), requires applicants to submit a full application, in accordance with the template included in Annex 1 of the Call document, along with the documentation listed in Annex 2 therein, in a sealed envelope, either by recorded delivery (official postal service) or hand delivered (including courier services) to the address indicated in the Call document. The Call document specifies that applications sent by any other means, such as by fax or electronic mail, or delivered to another address, will be rejected.

Considering the current state of emergency declared in a number of EU Member States with regard to the continuing spread of COVID-19 and the measures introduced by national authorities to curb the spread of the disease, upon request of potential applicants to the Call and in consultation with the European Commission, the European Investment Advisory Hub (EIAH) has adopted the following temporary procedure for the submission and evaluation of applications:

- As from 30 March 2020, interested NPBs may submit their application via electronic means, through a file sharing platform that will be specified by the EIAH. The application shall be in the form included in Annex 1, and shall include an electronic copy of the supporting documentation listed in the Annex 2 of the Call document.
- Before submitting their application, the applicants who wish to use this means of submission shall inform the EIAH of their intention to do so at eiah@eib.org, by using “Request for electronic submission of proposal under the "Call for Proposals “Delivery of local investment advisory services by National Promotional Banks (NPBs)” with Reference Number SG/AS/EIAH/2017-1621/MS" in the subject line of the message. The EIAH will then provide interested applicants with access to a dedicated space on a file-sharing platform, where applicants can upload their applications and supporting documentation.
- Upon completion of the upload, applicants shall inform the EIAH of the electronic submission of their applications, providing a list of the uploaded documents, by sending an email to the aforementioned address (the “Notification of submission”). Within 15 working days, the EIAH shall check the proper receipt and accessibility of the documents, and shall confirm their receipt to the applicant at the contact e-mail address they indicate in their notification. Provided that the EIAH confirms good receipt of the application, the date of receipt of the Notification of submission shall be considered as the date of submission of the application.
- Applicants shall submit hard copies of their applications and the relevant supporting documents as soon as this becomes practically possible.
By submitting an application to the Call under this temporary procedure, all applicants recognize and agree that the administrative and eligibility checks of their applications, whose successful completion is a prerequisite for the evaluation of the submitted proposals, will be performed based on the supporting documentation provided in electronic format. The findings of the administrative and eligibility checks shall thus be considered preliminary and conditional until they are confirmed based on the hard copies of the respective documentation, once received. The completion of the evaluation procedure shall only be possible after receipt of all relevant documents in hard copy and upon final confirmation of the administrative compliance and eligibility.

The EIB may, upon its own initiative, request clarifications or additional documentary evidence from applicants.

This temporary procedure shall apply as from 30 March 2020, and shall remain applicable until the EIAH repeals it through a notification published on its website.