



“Culture for Cities and Regions” – Support to exchanges among cities and regions on culture for urban and regional development

Open Call for Tender EAC/20/2014

QUESTIONS AND ANSWERS

Question 1.

Would you please confirm that Serbia is eligible country to apply for "Culture for Cities and Regions" - Support to exchanges among cities and regions on culture for urban and regional development (Reference number to contract notice in the Official Journal 2014-071832), under condition of signed International Agreement regarding partial participation in Creative Europe programme / Culture?

Answer 1.

Yes, Serbia is an eligible country to apply for the call "Culture for Cities and Regions".

Question 2.

With reference to the above tender process, and in particular to the selection criteria under section 2.3.2. Technical and professional capacity criteria and evidence, b) of the specifications, namely: "*Proven capacity of **logistic organization**, as demonstrated by the organization of 12 events (conferences, seminars, study visits) in 3 years, in at least 8 EU countries, involving the support to travel arrangements for at least 30 persons per event*",

We kindly ask you whether the organisation of 12 or more events in the last 3 years in at least 8 **worldwide different countries** could be similarly considered acceptable.

Answer 2.

No, as the specifications clearly state in the section 2.3.2 point b), the tenderers must have experience of organisations of events in at least 8 **EU** countries.

Question 3.

- A/ The call talks about "cities and regions": obviously the call applies to European countries, not national, isn't it?
- B/ Is it a full-funding or a co-funding?
- C/ Concerning the offer to be submitted (excluding annex), is there not a form to fill, right?

Answer 3.

- A/ YES, the call is about mutual learning at European level
- B/ It is a full funding
- C/ NO, tenderers should develop their own methodology and presentation

Question 4.

I am writing to you to have further clarification about the budget.
I wonder whether there is a maximum budget for this call or not.

Answer 4.

The point II.2.1 of Contract notice (reference 195360-2014) published in TED – Supplement to the OJ of the European Union specifies the maximum budget as follows:

II.2.1) Total quantity or scope:
Estimated value excluding VAT: 1 000 000 EUR

<http://ted.europa.eu/udl?uri=TED:NOTICE:195360-2014:TEXT:EN:HTML&ticket=ST-4286194-oYco6Z9uiRaeRDuzbN5vl3V5nRmTgfkGsfyzsQQnUBozxGxooTNI8YPa8iifnVkkLzcyj7WqRn9kw260MT5G1Sa-Jj71zxYb8yrObadhXRwE40-nh2AhDzze2gtoMKCU6wzPTRrctx98ZBprzVXOXq5AOUc>

Question 5.

A/ Bidders are invited to present their methodology for a number of best practice examples and peer exchanges covering two distinct territorial entities, namely regions and cities. In some parts of the specifications however it seems that the main focus is cities, e.g. in the section "Task II.1. Selection of cities for study visits" where there is no mention at all of regions. How balanced, in terms of numbers, should the offers be?

For instance in the catalogue, would it be okay to have 80% examples relating to cities and 20% to regions? And when considering the minimum of 300 staff members of cities and regions supposed to travel of learning purposes, would it be okay to have substantially more from one category than from the other?

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B/ As for the coaching (Task III.1), is the idea rather to coach a smaller number of cities more thoroughly or a bigger number in a more condensed way? Is the main idea to offer physical coaching visits or can their also be substantial online or other remote coaching, or a mix of both?

Answer 5

A/ This is a choice that belongs to the bidders. The bidders may outline such choice in the methodology that will be the object of the evaluation.

B/ As suggested in Task III.1

A number (at least 10) of cities taking part in the visits will be selected by the contractor for a more intensive follow-up, and coaching. They will be selected on the basis of a set of different criteria, such as for instance the interest in undergoing this deeper process, also linked to the participation to more than one visit; the commitment to implement solutions on the ground; the interest of the specific context of the city/region, either because of its potential and likelihood of transferability of results, or because of specific challenges; the geographical balance. The coaching could take the form of meetings with and visit by experts and/or peer-reviews by a small number of other cities/regions.

Again, it is up to the bidders to develop the approach that they consider most suitable and outline it in their methodology.

Question 6

A/ Do the legal documents which require signature have to be provided in the original version or the scanned documents are accepted? In particular, the financial identification form and the letters of intent signed by the additional experts.

B/ Where do the duly authorised representative of the tenderer have to sign the tender?

Answer 6

A/ As specified in the paragraph 2 in the "Invitation to tender" letter

"If you are interested in this contract, you should submit a tender in one original and four copies in one of the official languages of the European Union."

In this case that the offer does not conform to this point it cannot be evaluated.

B/ As specified in the paragraph 4 in the "Invitation to tender" letter:

Tenders (all documents) must be:

- signed by a duly authorised representative of the tenderer in the place foreseen for the signature or at the end of the document;
- perfectly legible so that there can be no doubt as to words and figures

Question 7

I have a question concerning the economic and financial capacity form: our accountant is unsure of where some elements should go. She would like to know if you have an instruction manual to help fill out this form correctly, if possible in French. It would be most appreciated if you could provide us with one.

Answer 7

The financial capacity template is a simplified version of financial documents of potential tenderer(s). There is no instruction manual available, but you can refer to the footnotes in the form.