



**EUROPEAN COMMISSION**

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate K. Relations with other institutions; Communication and Documentation  
**K.1. Internal and external communication**

Brussels,  
TH D(2010) 437966

**Subject: Request for additional information related to the Open Call for Tenders  
"organisation of the Commission's participation in fairs and events".  
Tender N° 2010/S 94-140252**

Dear Madam, Dear Sir,

Please find enclosed the answer of the European Commission to the question raised by a potential tenderer.

In view of improving the quality of the tenders and to ensure that all additional information is evenly distributed amongst the participants in the tendering process, this letter will be made available to all interested parties.

**QUESTION :**

In section 3 (Daily subsistence allowance for contractor's personnel) on page 40 of specs, you advise us to refer to Point 3 on page 59, where it is stated [...] per working day for each level of qualification of personnel [...], do you want to receive 4 prices for this item (category I, category II, category III and category IV)?

**ANSWER :**

No, the daily subsistence allowance should be the same for all four categories of personnel.

**QUESTION :**

In section 8 (Stand Design) on page 41, you request a fixed price. As you can imagine, the design of a 40 sqm stand requires much less time than the design of a 150 sqm stand. Can you clarify what should be our basis for calculating such a price?

**ANSWER :**

Tenderers must enter a fixed price for the stand design independent of the size of the stand. However for your information and without binding the Commission, the average size of stand ordered by DG Agriculture over the last 5 years was of +100m<sup>2</sup>.

**QUESTION :**

In sections 11 and 12 ("Standard stand equipment" and "reduced standard stand equipment") on page 43, you ask to give you a fixed price without specifying the number of days of immobilization even though it is crucial for the calculation of a price. Can you clarify?

**ANSWER :**

The standard equipment must be entered as a fixed price, independent of the duration of the fair. For information and without binding the Commission, over the last five years, the majority of the fairs attended by DG AGRI had a duration of 4 days with few going up to 10 days. Tenderers should enter a price allowing them to cover themselves for a fair of any duration.

**QUESTION :**

In section 24 on page 48, (Design, Manufacture and Placing of visuals), you request unit prices based on five different formats. However, you do not specify the media. Depending on whether it is printed on paper, PVC, metal or any other material, you will understand that prices can vary greatly. What kind of support should we consider?

**ANSWER :**

Please enter a price which will cover the use of any of these materials, as it could be any of them.

Please note that any information, questions or observations, of whatever kind, contained in this correspondence can in no way be regarded as a commitment on the part of the Commission. No binding commitment will be entered into until after completion of the procurement procedure, with the signing of the relevant contract.

Yours faithfully,

  
Hans-Ewim BARTH,  
Head of Unit