



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, / 4 MARS 2011
RN (2011) 397845

Subject: Request for additional information related to the Open Call for Tenders on a "Framework contract for communication activities". Tender N° 2010/S 250-382231

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 the Tender Identification Form, can you please specify for point 4C what type of proof would be acceptable for the specimen signature? If an official document with specimen signature is not issued by a Member State, what other type of proof would be acceptable?

ANSWER:

A document signed by a lawyer or a solicitor is also acceptable.

QUESTION:

In the clarifications issued on 28 February 2011, in the section for questions related to the technical offer and in reference to the last question, the clarification issued states that a short-text should be provided for other full-time and part-time staff assigned to the contract. Does this mean we need to provide a short description for all positions in the price schedule NOT marked with an asterisk (*) and in particular the positions stated in categories III and IV?

ANSWER:

Yes, this description should be no more than half a page for all of those people whom the tenderer nominates to be assigned to the contract. For those positions which would be on an ad hoc basis (e.g. actor), according to a specific contract, the short résumé is not necessary but CVs would be required later before the signature of any specific contract with the successful tenderer.

QUESTION:

For the positions of Category I – writer, it is indicated that a CV be included in the tender. Can you please clarify if at this stage we need to provide CVs of writers for all EU languages or for the purposes of this tender we provide only for English and French languages?

ANSWER:

At this stage, CVs are requested only for writers in English and French. CVs of writers in other languages may be required from the successful tenderer before work is requested in those languages.

QUESTION:

For prices in Section 2.9 – Participant’s Kit – can you please clarify where we indicate the cost of the fee rate for the work needed to prepare the Participant’s Kit. For example, the fee cost required for copying the information on the USB or preparing the graphic design work for the conference kit (i.e. branding with logo, title of event)?

ANSWER:

Prices in Section 2.9. are integrated prices which include design and layout tasks. But the content of a bag or the information to put on a USB stick would be only on request and would be charged under Section 1.1. (man hours).

QUESTION:

For subcontracting, as we understand from the clarification questions, the amount to be included is an estimated proportion. Can this proportion change after the contract award when we have a more clear indication of the actual work that will be carried out?

ANSWER:

The proportion of work carried out by the different subcontractors may change once the contract has been signed depending on the type of communication needs DG AGRI may have at that time.

QUESTION:

In the personnel defined in the price schedule can you please define what are the responsibilities of the following personnel would be in the project: Category IV – Security Agent (day & night) and Category I – Legal expert.

ANSWER:

As an example the type of work a security agent would be asked to do is ensure the safety of a stand or an event.

A legal expert is a lawyer or a solicitor who would provide legal advice for example on copyright issues.

QUESTION:

For the positions of Project Leader and Project Assistant, in order to avoid overlaps in the work between these two positions can you please provide us with what you envisage are the responsibilities of the Project Assistant?

ANSWER:

The project leader will be the main and permanent contact with the Commission and will be in charge of the overall management of the project. The project assistant will provide support/assistance to the project leader.

QUESTION:

When responding to a specific request for services during the implementation of the project, we understand that a work plan will have to be submitted for each request. In order to have a better understanding of the work that will be required to prepare a work plan for each request, can you please inform us on the type of information that should be included in the work plan and if there is a page requirement?

ANSWER:

The work plan should provide an overview of the work to be done together with a timetable. There is no page limitation.

QUESTION:

In section 8.2.3.2, point no. 5 of the specifications it is indicated that a Tenderer may rely on the capacities of other entities to meet the criteria for the technical capacity. In this case, would this entity be considered a subcontractor and do we need to provide all administrative documents and indicate the proportion of work that will be carried out?

ANSWER:

This paragraph implies that the "technical resources" of other entities, regardless of the legal nature of the links that it has with them, will be provided directly and under the management control of the tenderer. In the circumstances, however, where the "technical resources" remain within the control of other entities and it is these other entities that will directly perform a part of the contract, then this structure constitutes subcontracting. Consequently, the technical capacity requirements for sub-contracting must be provided.

QUESTION:

Regarding quantities schedule for the test case and the production of the viral video, kindly consult us on how to present personnel and expenses that are not included in the current document n.4:

Additional Personnel & Expenses

1. styliste & wardrobe costs
2. location manager (location and shooting)
3. the casting director & costs studio & material
4. location fee
5. insurance for shooting & crew & actors

ANSWER:

Costs for the renting of wardrobe, studio and related material, as well as the insurances are reimbursable expenditures based on invoice (see explanatory note n°3 of the price schedule) foreseen under point 2.3 of the price schedule.

Remuneration of the contractor for the provision of such items will be the management fee expressed under point 2.3.

Casting director would be under position "director" of point 1.1.

Stylist and location manager could go under position "decorator" or any other existing position you would find more suitable in the same category.

QUESTION:

In reference to point 7.3.2 of the tender it is stated that Tenderers not yet having created a consortium as a separate and legal entity but planning to constitute one if their joint offer is accepted must provide documentation for the legal form and the envisaged draft statutes. Can you please clarify if a copy of the joint venture agreement in the tender is acceptable documentation from your side to meet this requirement?

ANSWER:

The proposed joint venture agreement is not sufficient by itself. In addition, the legal structure that will be created in the (to be named) Member State concerned must be defined with the draft proposed legal documents.

In addition, the mode of operation for the consortium, the specific technical and financial contributions from each "service provider" within the consortium (as well as any guarantees provided by each participant) must be provided.

QUESTION:

Point 4.7.1, 4.7.2, 4.7.3 and 4.7.4 (page 53-55) included in the old version of the price schedule are not included in the new version of the price schedule.

Please confirm that this is correct and that no prices for these services have to be provided.

ANSWER:

It is correct that former points 4.7.1, 4.7.2, 4.7.3 (partly) and 4.7.4 have been deleted. They relate to duplication which will be done on a reimbursable basis under section 5 "Distribution" (see footnote n°3).

QUESTION:

Audiovisual services: Is it deliberate that no prices are to be calculated for technical equipment such as cameras, microphones etc.?

ANSWER:

Yes, in case of technical equipment to be rented (other than the one already at the disposal of the tenderer), the renting costs of the technical equipment themselves are considered as "reimbursable expenditure based on invoice" under point 2.3 of the price schedule.

QUESTION:

In the price list for the test case under point 3.1, you define the following request:

Creation and lay-out of a 1-page document or publication ready for printing – announcement, poster, postcard, 1-page leaflet (folded or unfolded) or equivalent.

In the column to be filled in by the potential contractor you ask for the number of pages. Is this rather number of items?

ANSWER:

The quantities should be the total number of pages. The quantity is calculated by taking the number of pages for each item to be created (in this case 1 page) multiplied by the number of items. Therefore, in the case of a 1-page item, the total number of pages would be the same as the total number of items. Other language versions may be considered as a new item.

QUESTION:

In the price list for the test case under point 3.1. you define the following request: Creation and lay-out of a several-pages document or publication ready for printing – programme, conference proceedings, brochure, etc (covers pages are considered as simple page). In the column to be filled in by the potential contractor you ask for the number of pages. What do you mean exactly? Various Items?

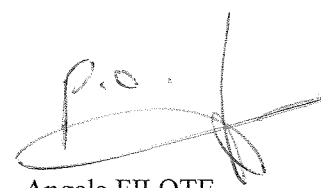
ANSWER:

The quantities should be the total number of pages. The quantity is calculated by taking the number of pages for each item to be created multiplied by the number of items. Other language versions may be considered as a new item.

(NB. For the leaflet referred to in the test case the number of pages referred to in the call for tender is given as 10, however, this was revised to 12 in the answers to the questions of 21st February).

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,


Angela FILOTE,
Head of Unit

