

INVITATION TO TENDER No. TREN/74/01-2009  
FRAMEWORK CONTRACT FOR SERVICES RELATED TO THE ORGANISATION OF CONFERENCES,  
EXHIBITIONS AND OTHER EVENTS

FREQUENTLY ASKED QUESTIONS

*1. For Case study 1, a series of 5 A1 quadri posters shall be designed. 20 posters shall be laminated, 500 copies printed on paper. What is the purpose of these posters? Are they to be shown on the stand or are they for promotional purposes?*

The five different A1 quadri posters to be produced in a total of 20 copies on PVC shall be shown on the stand. The paper version of these posters (500 copies in total) are supposed to be distributed, for promotional purposes, during the event.

*2. For Case study 1, a stand shall be designed and produced. How many sides of the stand will be open?*

One side of the stand is supposed to be open.

*3. For Case study 2, 4 different pull-up posters shall be conceived and produced. Shall the 4 different posters show 4 different motives or shall they show one motive in 4 different languages (English, French, Hungarian, Turkish)?*

The pull-up posters shall display four different motives and messages (see the main subjects for discussion of the conference) and be in one language (English) only.

*4. Regarding the section "Printing and publication" of the price schedule (Annex 2, p.56): What total print run can one assume per item given the fact that the price per unit, for example, differs according to the total print run?*

Given the big diversity of events (events "upon invitation only" with a limited number of participants vs events attracting a great number of participants and being heavily promoted) a total print-run cannot be indicated, especially with regard to items directly related to the number of (possible) participants and the promotion of events (via leaflets for example).

*5. Could you please explain or rephrase the term "pvc with lamination"? (p.56)*

This refers to posters or panels with the face (recto) printed on adhesive material then glued onto a rigid surface, i.e. pvc. The face (recto) of the posters or panels should be laminated ("pelliculage"/"Beschichtung") to be resistant against stains. Instead of glueing, any other process of fixing the printed face to the pvc board can be used.

*6. Regarding the item "Posters/banners/signposting" on page 56: For printed items for example, does "1 unit" mean 100 copies or 1 copy with a total print run of 100?*

1 unit refers to 100 copies for paper posters and to one copy of a pvc poster (with a minimum print run of five copies).

7. *In case study 2, conference programmes (8 pages) will be provided and distributed (400 units). In addition, 600 copies of conference proceedings (80 pages) will be provided in three languages. Could you please clarify the purpose of the proceedings? Will they for example be produced before the conference or after (as a kind of summary)?*

The proceedings (actes de la conférence/Konferenzbericht) will indeed be produced after the conference. The number of copies is higher than the number of participants, as these proceedings might also be of interest to persons not having participated in the conference.

8. *What is the function of the sign-postings of case study 1 and where are they positioned?*

The sign-posting (quick system banners) are supposed to attract attention to the stand, but also to provide (political) messages on urban mobility to visitors. They are supposed to be placed in the vicinity of the stand.

9. *Is there a Corporate Design manual available that covers the usage of DG TRENs Corporate Design?*

Energy and Transport DG has a corporate design charter, covering various information products. However, in order not to limit the tenderers' creativity for the design of the A1 poster (case study 1) or the web pages (case study 2), we have decided not to make reference to it nor to impose its use in the material to be provided by tenderers.

10. *In the price schedule (Annex 2 of the tender specifications) a quotation for Printing & Duplication is requested (p. 56).*

*What does "quadri" mean and what do you understand under "non standard PVC"?*

"Quadri" is the short form for quadrichromie (CMYK) and refers to the four-colour printing process (Vierfarbdruck).

"non standard PVC" refers to panels/posters printed/glued on a rigid surface made of PVC and where the size of the panels/posters does not correspond to one of the standard formats listed (DIN-A0, DIN-A1, etc.). For this reason we ask for a quote by square centimetre (cm<sup>2</sup>).

11. *Bordereau de prix (Annexe 2 des spécifications de l'Appel d'offres), "Registration of participants...", page 55: Souhaitez-vous pour chaque type d'événement (inférieur à 100 participants, de 101 à 300,...) un nombre de jours nécessaires ainsi qu'un coût journalier pour effectuer cette tâche?*

Le prix unitaire pour la rubrique "Registration of participants, setting-up a conference e-mail address..." doit indiquer le coût journalier pour effectuer ces tâches par une personne d'une catégorie appropriée. Vu la différence entre événements, en fonction de nombre de participants, le prix doit indiquer également le nombre de jours nécessaires pour effectuer cette tâche.

(Exemple: N x Y jours = Z€, ou indiquer simplement la somme totale)

12. *Bordereau de prix (Annexe 2 des spécifications de l'Appel d'offres), "Creation of the website dedicated to the event and to registration" et "Managing the website", page 55: Souhaitez-vous un nombre de jours nécessaires ainsi qu'un coût journalier pour effectuer cette tâche?*

Le prix unitaire à indiquer dans les rubriques, "Creation of the website dedicated to the event and to registration" et "Managing the website" se comprend uniquement le coût journalier pour effectuer cette tâche par une personne.

*13. In the case study 1 (Annex 3 of the tender specifications) the Commission is requesting a person for presence at the exhibition stand (p. 59).*

*Is this person meant to be a professional exhibition presenter (moderator or entertainer), or shall it rather a specialist (e.g. an expert from a NGO) who would support the Commission staff for questions coming from professional visitors?*

The person requested to be present during the event is meant to assist the Commission in the dissemination of general information on policies or legislative proposals originating from the Directorate-General for Energy and Transport (i.e. should be well informed regarding Commission activities in general) and to answer visitors' questions on the basis of briefings provided by Commission services. This means that he/she should be neither moderator nor entertainer but rather someone having a sound knowledge of Commission activities ..

*14. In the case study 1 (Annex 3 of the tender specifications) under point 1 "Contractor's task include" (p. 58) – what is meant by "neutral panels"?*

Neutral panels are produced in a single, neutral colour (e.g. gray) and without any particular design on it (no need for layout).

*15. In the case study 2 (Annex 3 of the tender specifications) – shall additional services such as technical equipment or hostesses, that are not requested in the ToR but that are usually part of conference management be integrated into the budget?*

The additional services may be integrated into the budget if the tenderer considers them necessary for the management of the event. It should be noted that the budget listed in the case studies is not used for determining the financial value of the tender.

*16. Concerning the Corporate Design of DG TREN – is there some kind of style guide or CD manual that potential contractor has to consider when creating new designs or layouts?*

Please refer to the answer to question 9 in our FAQ document at [http://ec.europa.eu/dgs/energy\\_transport/tenders/index\\_en.htm](http://ec.europa.eu/dgs/energy_transport/tenders/index_en.htm)

*17. In both case studies (Annex 3) it is requested to calculate unit prices (e.g. furniture). Should a overall price be calculated or a daily rate?*

An overall price for each of the case studies is expected.

It should be reminded that the cost will serve as an indication to verify the proper pricing of staff and other costs on the basis of the prices indicated and the number of person/days used in accordance with the size of the event organised. The cost will not be taken into account in determining the financial value of the tender and all positions of the price schedule must be filled in and quoted VAT excluded.

*18. In both case studies (Annex 3) there are requested services (e.g. catering or coffee breaks) that should not be calculated in the price lists. What about external costs for those services, should they be calculated?*

Costs which are independent from the tenderer such as prices of transportation tickets, accommodation, meals, conference rooms and facilities as well as exhibition space shall not be listed. Only tenderer's costs related to managing the described event shall be applied (e.g. contacts with the supplier or catering agency).