

**CLARIFICATION  
to call for tender  
ENV.A.1/SER/2009/0012**

**Administrative Details: Part 1:**

Ad 3.I/bullet point „registration of documents as well as maintenance of an archive“

What types of documents are registered and archived at the moment? Are there any plans to extend the registration/archiving procedures?

The types of the documents that are registered and archived currently are:

- entry forms from companies (in electronic format)
- agendas and minutes of the meetings (electronic and paper formats)
- Handbook (electronic and paper formats)
- drafts and final (approved) versions of the newsletters/brochures etc. (electronic and paper)
- database of National coordinators, previous Juries, promoters, winners and runners ups; list of subscribers for the newsletter (electronic and paper formats)
- the most important e-mails and letters from the general public and stakeholders
- all emails from the project manager from DG Environment
- material prepared by the Secretariat and the project manager from DG Environment (Media Report, power point presentations etc.)
- electronic files such as: logos of the winners and runners-up, logos of the promoters, logos of the EBAE and EC

As specified in part 1, point I

*The Secretariat will manage the registration of documents as well as maintain an archive of the European Business Awards for the Environment.*

Ad 3.I/bullet point "evaluate the award cycle"

Is it possible to get proposal of the possible improvements (for the next cycle)?

The future contractor will have to evaluate the next cycle - it is not possible at this stage to foresee what will go right or wrong e.g. during the Jury meeting 2010 or the Awards Ceremony 2010 - and thus it is not possible to suggest which elements of the next cycle could be improved.

Ad 3.I/ Additional information on the secretarial tasks: The Jury meeting should be typically in the capital city of the country holding the EU Presidency ...

The Awards Ceremony also?

The last few editions of the Awards Ceremony took place in Brussels. However, the Ceremony can be organised in any major (typically: capital) city in Europe, and it might (but does not have to) be organised in the country holding the EU Presidency.

Ad 3.II/bullet point „electronic newsletter“

What newsletter system is currently used to publish/send the electronic newsletter to the recipients? How many recipients are currently in the list of recipients? In which system/database/list the recipients are currently stored?

There are almost 2900 subscribers at the moment. The list of subscribers is maintained in the form of the Excel table.

Ad 3.II/bullet point „use and disseminate promotional material“  
What other promotional materials have been produced and used so far?

The following promotional materials have been produced so far

1) By the current EBAE Secretariat

- poster
- video clip (available on the homepage of the EBAE website [www.ebae.eu](http://www.ebae.eu) )
- brochures
- Newsletters
- electronic banner

2) By other contractors of DG Environment

- DVDs with the Awards ceremony and clips promoting winners and runners up
- banner (promotional stand)
- wall posters (for the European Business Summit 2009)

Ad 3.III/guest lists etc.

In which system are guests ... data stored at the moment?

There is no need for a 'system' to prepare a list of guests and to follow up on confirmations.  
An Excel/Word table is sufficient for this purpose.

### **Assessment and Award: Part III:**

Ad 8./ information for tenderers

When will the Commission inform tenderers?

The official opening of the offers takes place on 19 May 2009. The length of the evaluation procedure depends on 1) the number of offers received 2) whether or not there is a need to ask the tenderers for clarifications/extra documentation.

If the procedure is finalised without unexpected interruptions, the results should be announced in July or August 2009 at the latest.

Ad Costs for materials, e.g. handbook, brochures, welcome pack, badges for the ceremony, CDs, diplomas, ...Should they all be included in the 250.000 EURO?

As indicated in Part 2, point 6.1 *For guidance purposes, the maximum budget allocation to this contract is fixed at €250.000*

The budget indicated is foreseen for all the services listed in the specifications.

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The EBAE Handbook is available on request. All other information on the Europe Information Provider's Guide, is available on the website:

[http://ec.europa.eu/ipg/index\\_en.htm](http://ec.europa.eu/ipg/index_en.htm) .