

**Question 1:** *It seems that Lot 2 is a lot without Case Studies/Simulations? The simulations are a lot of (important) work and it seems that the tenderers for Lot 2 will have less work to do towards the submission of the proposals vis-à-vis companies tendering for other Lots for the same tendering period. Taking also into account the deadline of the tender (2/5) right within the Easter holidays period and a day after the 1/5 taken as day off by many companies and national legislations (Greece, Spain, Ireland, Sweden , UK...) we would like you to consider a minimum of two (2) weeks extension to the deadline.*

According the procurement rules, the regulatory deadline when the tendering documents are available on the website is 47 days. DG REGIO applies a deadline of 52 days for the current procurement procedure. However, DG REGIO is considering the request.

**Question 2:** *Section 3.4.1, page 5 – point c: at least one week. Does that mean 5 working days?*

Yes.

**Question 3:** *Section 13.2.2, page 19 – Tenderers must demonstrate... What do you mean by public policy in terms of institutional information sector?*

The notion of institutional information/communication sector covers information and communication services of all types of institutions at local, regional, national, supranational, international level. Public policy consists of various areas, such as transport, environment, health etc. Consequently, Tenderers must demonstrate their expertise and good experience of communication and information for activities of any type of institutions (local, regional, national, supranational) in at least 3 areas of public policies. Indicative and non exhaustive examples could be eg. Information activities (brochures, campaigns etc) for a Ministry of Health on obesity (health sector), or communication/information activities for a local authority regarding recycling (environment sector).

**Question 4:** *Section 13.2.2, page 19 – same as above for the editorial staff...*

The reference to editorial staff means the team as a whole and not the members of the team individually. The required experience concerns publication and editing in at least three areas of public policy, as mentioned above.

**Question 5:** *Section 14, page 25 – if a Tenderer submits bids for more than one Lot can the admin folder/proposal (as defined in 14.1.1) only be submitted once?*

As mentioned in Section 3.2 (p. 4) and in Section 14 (second paragraph p. 25), "if tenderers submit bids for several lots then they must submit separate bids, including technical and financial bids, for each lot." However, as far as the

exclusion criteria are concerned, if tenderers submit a bid for more than one lots, they only need to submit the proof concerning the exclusion criteria only once.

**Question 6:** *Lot 1: Section A – Collaboration with the Contractor: They should therefore have a good understanding of regional policy so that they can propose...*

a. *Who is 'they'? The Project Manager of Lot 1 (on the Contractor's side)?*

There is an error in the English version of the tender specifications.  
Page 29, Collaboration with the Contractor, 2<sup>nd</sup> paragraph, last sentence should be read as follows: *"The person responsible should therefore have a good understanding of regional policy so that he/she can propose appropriate communication activities."*  
The Tender specifications in English will be corrected next week.

b. *What does constitute, according to you, understanding of regional policy? Does this mean people who have worked with Regio in the past? We ask this question as we believe there are possible interpretations that may favour the existing/current contractor or people/companies who have worked or work with Regio.*

The requirement of good understanding of regional policy does not imply a previous collaboration with DG REGIO. The implementation of regional policy involves a very wide range of actors at all levels (local, regional, national, international). DG REGIO could consider that the project leader has a "good understanding of Regional policy" through any theoretical or practical connection to regional policy issues at any of the levels described above.

**Question 7:** *Lot 1: Section B, 1, page 32 – The texts processed... by qualified journalists working in their mother tongue. Can you clarify what does constitute ‘qualified journalist’ to you? Do you mean journalists with journalistic degree? This is important for us to know as there are many journalists with long and successful experience with institutional writing that are not per se qualified as journalists.*

Having a journalistic degree is an asset but does not constitute a prerequisite. Qualified journalists mean experienced journalists with proven publication records.

**Question 8:** *Lot 1: Section B, 5, page 37 - ...text checked by a professional proofreader... Can you clarify your interpretation of professional proofreader?*

Professional proofreader means experienced proofreader.

**Question 9:** *Lot 1: Section B, 1.1.4, page 33:*

a. *What is your view regarding the production of text in very specific fields?*

An experienced journalist must be able to write articles on various issues including issues related to regional policy. However, regional policy is at the crossroad of many policies and involves very technical issues. Therefore, for very specific contributions we might need the contribution of a journalist or an expert in the related field.

b. *Is the current contractor using subcontractors for such tasks?*

This task was not foreseen in the framework contract currently in force.

c. *Do you expect a list of possible collaborators at the stage of the proposal?*

No.

**Question 10:** *Could you please confirm that the Legal Entity form and the Financial Identification form should be submitted only by the leader of a tendering consortium?*

The Legal Entity form and the Financial Identification form are linked to the contractor. In case the contractor is a consortium, only one form is needed respectively. As to who should submit the form, this can be decided by common agreement among the members of the consortium and is not necessarily the leader of the consortium. These forms are necessary at the stage of signature of the contract.

**Question 11:** *Lot 1: Part II Simulation 1.1, pages 49 + 50. In Section B of Simulation 1.1 (final point on page 49) it is stated that “..the tenderer must draft and submit the following...”. On page 50, Section C is entitled “The Contractor will have to carry out...”.*

- a. *Can you please confirm which tasks are to be carried out by tenderers for this tendering procedure? Are the points under Section C provided only for information purposes (since they concern contractors not tenderers at this stage)?*

There is indeed an error in the English version of the tender specifications. Page 50, section C should be entitled "The Tenderers will have to carry out..."

This error in the tender specifications will be corrected on the website, as soon as possible.

Please also refer to the answer provided to the question below.

- b. *If the activities outlined under Section C are only for information purposes and not to be provided as part of the simulation assessment, does this mean that the final simulation budget will not have to include these items?*

In the Tender Specifications, under Simulation 1.1. Point C (page 50), the specific tasks of the tenderer are described in order to carry out the simulation. They constitute the deliverables. Therefore, the final simulation budget will include these items. The tenders will be evaluated, *inter alia*, on the basis of the evaluation of the simulation exercises.

- c. *Relating to the list of targeted contacts in France, Poland, Sweden and Slovenia, can you please confirm that they need to be provided as part of the tender, and if so can you confirm that their submission forms part of the simulation evaluation process and these are not expected to constitute actual contact points during the execution of the tender*

The requested targeted lists for France, Poland, Sweden and Slovenia must be provided as part of the tender. The marking criteria is indicated under point D page 51. This concerns the simulation exercise and therefore the requested targeted lists for France, Poland, Sweden and Slovenia are expected to constitute actual contact points during the execution of the contract. The data must therefore reflect the reality. The information provided by the tenderers will not be used during the execution of the contract.

**Question 12:** *Lot 1: Part Simulation 1.1 + 1.2 pages 51 + 54. Both tables under Estimated costs sections are entitled Estimated Cost for Lot 3.... . Can you please confirm that is indeed erroneous and it should read ... Lot 1... instead?*

Both tables should indeed indicate Lot 1 and not Lot 3. The Tender specifications on Inforegio website will be corrected as soon as possible.