

To whom it may concern

Subject: **Call for tenders No. OJ 2006/S 1-000101 published on 4th Jan 2006**
Questions and answers

Questions No. 9

Should the indication about the Lot for which the Company applies be indicated on the envelopes?

Yes

Question No. 10

We are not sure the submission instructions are clear to us and ask you to kindly clarify. We read in fact on the invitation letter that “the inner envelope must also contain two sealed envelopes, one containing the technical specifications and the other the financial bid (point 4). Section 7 of the tender contains the following provisions.

“ All tender must be presented in these three sections:

7.1 Administrative proposal:

- the tenderer’s name...

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- Proof of financial and Economic Capacity

- Proof of technical and professional competence

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7.2 Technical proposal

7.3 Financial proposal (price schedule and scenario)

Is it correct therefore to prepare the two envelopes as following
ENVELOPE 1 (technical specifications)

All documents giving evidence of economic, technical and professional capacity; technical proposal.

ENVELOPE 2 (financial bids)

Price list and scenarios (including the specific approach, the organisational steps)

Correct

Question No. 11

About the Scenarios, Lot 1: should only the costs indicated on the form at the end of each scenario be indicated ? Or should all costs involved in the organization of the event be indicated (venue, f&b, hotel accommodation, technical equipments...)

See point 3 award criteria and specially 3.2. and 3.3.

Question No. 12a

About the price schedule, Lot 1:

- Interpretation: it is asked to supply the cost for interpreting, but these costs show wide variations among countries, as well as a different approach in defining the translation staff composition.

Tenderers are requested to indicate a maximum price

Question No. 12b

- Preliminary services (item 3): the amount should be indicated for no. of units; instead, we would propose for the cost of staff services the indication per no. of working days needed to supply the indicated service

Units here means working hours resp. working days

Question No. 12c

- Item 12: it is asked to supply the cost for the “design and layout of print-ready documents” (including illustrations and copy right): copy right prices are highly variables, and it is impossible to supply any cost. Would it be acceptable to consider the copy right as the “purchase of other services from third parties” (see item 19 of the price schedule), on which a management fee applies.

Tenderers are requested to give a price without copy right. Should it be necessary to purchase copy right the costs will be reimbursed on the basis of real costs (without management fee).