

To whom it may concern

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

Question 1:

Ist es für die Abgabe eines Anbots nötig, eine Interessensbekundung abzugeben oder ist die fristgerechte Abgabe eines vollständigen Anbots jedes Unternehmens ausreichend.

Is an explicit expression of interest to take part in this tender a condition for an offer to be accepted or is it sufficient to hand in an offer within the given deadline?

Die fristgerechte Abgabe des Anbots ist ausreichend.

The submission of an offer within the given deadline is sufficient.

Question 2:

- a) For the scenarios 1 and 2 of Lot 2, tenderers will be in charge of the design of the exhibitions. Should these exhibitions address the broad public or more specialised target groups?

The broad public should be addressed

- b) If the broad public is to be aimed at, it would be appropriate to address the visitors of the exhibitions in their native languages. Should tenderers then take into consideration all 20 official EU languages for language-related aspects of the exhibition, such as labelling, audiovisual or interactive elements?

Language requirements will depend on the venue of the exhibition. With regard to scenario 1 the required language will be German, with regard to scenario 2 the required languages are Luxembourg's, French and German.

Question 3:

Point 4.1 Task to be performed by the contractor, page 3: creation of a sub-site on the DG website for on-line registration, promotion of the event, for provision of useful documents for participants, speakers and/or possible co-organisers of the event

Given the complexity of the registration programme, it would not be possible to incorporate this on the EUROPA site. We would therefore have to install a hyperlink between the events site on EUROPA to an outside website which would host the on-line registration. Is this acceptable?

Yes

Question 4:

Lot 1, page 67, Scenario 3, Seminar in Brussels

Our question: May we assume that this seminar could be held on Commission premises, i.e. the Charlemagne Building, as interpretation facilities are available, and would this imply close cooperation with the SCIC services?

No. The description of the scenario clearly mentions, that “finding a venue with appropriate conference facilities” is a requirement.

Question 5:

Concernant les documents administratifs à fournir, pouvons nous communiquer sur les exercices 2002, 2003, 2004, l'exercice 2005 n'étant pas comptablement clôturé ?

Yes

Question 6 :

Nous souhaiterions obtenir la charte graphique de votre Direction Générale pour préparer notre mémoire. Pouvez-vous nous la communiquer ?

Tenderers are not required to use the visual identity of the DG in their offers.

Question 7 :

Est-il possible d'obtenir le bordereau de prix en format Excel ?

No, only the Word format is available.

Question 8 :

Dans le scénario 3 du Lot 1, pouvez-vous préciser ce que vous entendez par « installations appropriées » pour l'organisation de la conférence ?

Nous entendons « Recherche d'un lieu qui répond aux besoins de cet événement »