

Appel d'offres général ECCFIN/R4/2010/001

	Questions	Answers
1	<p><u>Question sur la liste générale des prix, point 5.2</u> :La création et installation de la signalétique correspond-il à la conception graphique, la production et l'installation de la signalétique ? Ou bien ce poste correspond-il uniquement à la production et l'installation de la signalétique, alors que la conception graphique est prévu sur base du poste 3.1.</p>	<p>Ce poste correspond à la production et l'installation uniquement. La conception graphique dépend bien du poste3.1.</p>
2	<p><u>Question sur les principaux services et prestations à fournir par le contractant</u> :Alors que cette liste inclut les tâches de conception, réalisation et fournitures de stands fixes ou portables, la fourniture d'équipement complétant l'équipement standard d'un stand fixe, ainsi que la fourniture de présentoirs destinés aux publications, etc., aucun poste du bordereau de prix ne permet de déposer des prix relatifs aux prestations de fourniture de stands, leur équipement standard, etc. Attendez-vous des soumissionnaires qu'ils ajoutent toutes les lignes complémentaires relatives à la prestation de fourniture de stands d'exposition dans le cadre de ce marché ?</p>	<p>Chaque stand sera différent en fonction de l'évènement. Ils feront l'objet d'une demande spécifique en arge de l'évènement organisé.</p>
3	<p><u>Specifications, Scenario 1 – Seminar – Directors of Communication – Budapest, page 42.</u> : Could you please clarify whether a list of potential participants and speakers will be provided to the Contractor for all or some of the events to be organised OR will the Contractor exclusively identify the markets and identify and compile the lists of potential participants and speakers?</p>	<p>The list of participants and speakers will be provided by EC unless for one speaker (expernal expert) as explained in the point "other services"</p>
4	<p><u>Specifications, Chapter 2.2 Evidence of the technical and professional capacity of the service provider(s), Technical Capabilities, page 23</u> : Could you please clarify whether it is sufficient that the contractor presents his experience in renting appropriate conference centres that are fully equipped or should the contractor explicitly have an established infrastructure of catering, translation decoration, translation services, audio-visual equipment, live web-streaming?</p>	<p>The contractor should demonstrate his capability to organise events in any circumstances.</p>
5	<p><u>Specifications, Chapter 4.1 Main services and tasks to be performed by the contractor, page 5 – “Creating, hosting and management (including regular updates) of a website (or a sub-site on the DG website) dedicated to the event including on-line registration, providing all useful information relating to the event in one or more languages;”</u> : Which other languages should a website be translated into?</p>	<p>Any of the EU language and, depending of the needs (for example if the event is organise outside EU) in any other language,</p>
6	<p><u>Specifications, Chapter 4.1 Main services and tasks to be performed by the contractor, page 6 – “Recording and transcription of discussions in several languages;”</u> : Could you please clarify in which languages the transcription and recording of discussion should be?</p>	<p>Idem answer 5</p>

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7	<p><u>Specifications, Chapter 4.1 Main services and tasks to be performed by the contractor, Estimate of annual activities / Prize-giving ceremonies and related activities, page 7 – “Several national ceremonies, with around 10 participants”</u> : Could you please provide us with an estimation of how many national ceremonies should be expected?</p>	We expect one or two per year but this is only an estimation.
8	<p><u>Specifications, Chapter 2.2 Evidence of the technical and professional capacity of the service provider(s), page 24 – “The list of the most important services shall be accompanied by certificates of satisfactory execution, specifying whether they have been carried out in a professional manner and have been fully completed;”</u> : Could you please clarify what kind of certificated of satisfactory execution should be provided?</p>	Letters from clients, final reports approvals, ...
9	<p><u>Specifications, Chapter 2.2 Evidence of the technical and professional capacity of the service provider(s), page 24 – “In respect of supplier: samples, description and/or authentic photographs and/or certificated drawn by official quality control institutes or agencies of recognised competence attesting the conformity of the products with the specifications or standards in force;”</u> : Which are the certificates needed to be provided from official quality control institutes or agencies of recognised competence attesting the conformity of the products?</p>	Any national or EU authorities
10	<p><u>Specifications, Chapter 3.1. Award criteria for the qualitative evaluation of the tender and scenarios, II. Case Studies, A. Scenario 1 & 2, page 27</u> : According to the Specifications, the Contracting Authority does not require a creativity proposal for Scenario 1 or Scenario 2. Please confirm.</p>	Yes
11	<p>Could you please clarify the role of ECFIN and the contractor in the identification of speakers? Will the speakers be decided by ECIFN and the contractor will arrange for logistical issues or will the contractor contact the potential speakers, compile abstracts and provide the proposed agendas for all events in order to obtain the ECIFN's approval?</p>	ECFIN will provide a list of speakers for which the contractor should arrange logistical issues. See specification request for each scenario,
12	<p><u>Specifications, Chapter 3.1. Award criteria for the qualitative evaluation of the tender and scenarios, II. Case Studies, A. Scenario 1 & 2, page 27 – “(3) Quality of the cost estimate”</u> : Could you please clarify how the Tenderer's responses to the Scenarios 1 and 2 will be evaluated against the criterion 3 Quality of the cost estimate? Could you please clarify whether the Tenderer that proposes a lower price will receive more points than the Tenderer that proposes a more expensive approach or will the Contracting Authority evaluate the quality of the Tenderer's cost estimation approach?</p>	As you can see from the formula on chapter 3.2., the lower COMPLETE and QUALITATIVE offer will receive more points. The framework contract will be awarded to the tenders which are the most cost-effective.

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13	<p>Specifications, Chapter 3.1. Award criteria for the qualitative evaluation of the tender and scenarios, II. Case Studies, B. Scenario 3, page 27 – “(3) Quality of the price list” : Could you please clarify how the Tenderer’s response to Scenario 3 will be evaluated against the Award Criterion 3? Will the Tenderer that proposes lower prices receive more points than the Tenderer that proposes higher prices?</p>	See answer to question 12
14	<p>Specifications, Chapter 3.1. Award criteria for the qualitative evaluation of the tender and scenarios, I. General aspects relating to the organisation of work under the tender, Award Criterion (4) Quality of the clearness and conciseness of the tender, page 26 – “Regarding the format, it should be presented with an index, <u>continuous page numbering</u> and assembled accurately.”</p> <p>Questions:</p> <p>Could you please specify if it is mandatory for Tenderers to follow a continuous page numbering in their offers?</p> <p>Can you please indicate if all of the types of Tender page numbering presented below will be accepted?</p> <p>Example 1: 1, 2, 3, 4, ..., 3589 (i.e. the tender has a total of 3,589 pages)</p> <p>Example 2: I-1,2,3,... 457 - II-1,2,3,..., 1875 - III-1,2,3,...,87, etc. (where I, II, III, etc. stands for Section One, Section Two, Section Three, etc.)</p> <p>Example 3: I-A-1,2,3,...54 - I-B-1,2,3,...,87 - I-C-1,2,3,...,280 etc. (In this example, Section One is composed of three documents, namely document A (pages 1-54), document B (pages 1-87) and document C (pages 1-280).</p> <p>Should document separators, index tags, dossier covers, cover letter, etc. also be included in the continuous page numbering?</p>	For clarity and legibility reasons, it is mandatory to follow a continuous page numbering. Nevertheless, the three examples are acceptable.
15	Page 46 - Pour le scénario 1 : devons-nous fournir des visuels ?	Non, ils seront fournis par la CE, comme indiqué dans le scénario

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16	<p>Page 24 – pouvez-vous nous expliquer la différence entre la partie 1 et la partie 2 du point (b) – partie capacité technique : (b) une liste:</p> <ul style="list-style-type: none"> – des principaux services exécutés et fournitures livrées au cours des trois dernières années, en indiquant leur montant, leur date et leur destinataire, public ou privé; – des services fournis au cours des cinq dernières années, indiquant leur montant, leur date et leur lieu. La liste des services les plus importants est accompagnée de certificats de bonne exécution précisant s'ils ont été effectués dans les règles de l'art et menés régulièrement à bonne fin; 	<p>La première partie est composée d'une liste (tableau) simple ne reprenant que les informations demandées. La seconde partie sera plus exhaustive et reprendra en plus, le type de travail exécuté, des références, ... pour les contrats les plus importants</p>
17	<p>in relation to qualitative award criteria for the scenarios, it appears on page 27 of the invitation to tender, that quality will be specifically checked for scenario 3 (prize-giving ceremony), while in the description of the scenarios it seems that scenario 2 (Brussels Economic Forum) contains more creative elements to be prepared and delivered; can you confirm that the allocation of marks between scenario 1&2 on the one hand, and scenario 3 on the other hand, is correct ?</p>	<p>Yes</p>
18	<p>can you confirm that the Brussels Economic Forum, as described in scenario 2, will take place in one single day, and include 800 participants in that single day ?</p>	<p>Yes</p>
19	<p>on a very practical level, we read that the opening of tenders will take place on February 7th, 2010. The year is obviously a typo, but do you mean that the opening of tenders will take place the same day as the submission deadline ?</p>	<p>This is a mistake. The opening of tenders will take place on Monday February 14th, 2011,</p>
20	<p><u>Scenario 2 – BEF 2011 – Brussels</u> : The last Brussels Economic Forums took place in the Commission's Charlemagne building. Are we supposed to provide the DG with an alternative location and include the prices into the budget?</p>	<p>It is true that the last editions of the BEF were organised in the Charlemagne Building, but this is not mentioned in the call for tender. On point 5 of the scenario, we ask for a conference room.</p>
21	<p>2.1 Exclusion Criteria page 20 : Can the certificate asked for in 3.3 Exclusion criteria Part A), which should provide evidence for the cases a), b) and e) mentioned before, be substituted by a declaration on oath made by a judicial or administrative auth</p>	<p>as explained in the first bullet : for point (a), (b) or (e): a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that</p>

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22	<p><u>Technical and professional capacity of the service provider(s), page 24 of specifications:(d)</u> ... and a description of the firm's study and research facilities: please clarify what exactly the tenderers are expected to provide under this requirement.</p>	by explaining what will the firm put in place to meet this requirement
28	<p><u>Technical and professional capacity of the service provider(s), page 24 of specifications:(f)</u> in respect of supplies: samples, description and/or authentic photographs and/or certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of the products with the specifications or standards in force;; Please clarify in which supplies this requirement applies?</p>	See answer question 9
29	<p>Page 28: formula for the award... with P the price of the offer (total of three scenarios): please clarify if the price consists only from the total of the three scenarios and that the general price list does not have any participation in the calculation of the price.</p>	P corresponds effectively only to the price of the 3 scenarios but the general price list will be taken into account for further contracts and scenarios are there also to judge the good use of the general price list
30	<p>Could you please clarify for the task "press clipping and edia coverage report if the media coverage will be needed for all 27 EU countries for each event? Would there be other countries?</p>	This will depend of the type of event, the countries covered by the event. It could be in the EU 27, in only 1 country in a non EU country, ...
31	<p><u>In Annex 1:Financial Proposal</u> – Should costs from third parties be included? For example, should costs for the actual paper documents, posters, CD-ROM's etcetera be included and not only the tenderer's costs for providing these (writing, creation and lay-out)?</p>	All the costs should be included
32	<p><u>Regarding Part 2, Point 8. "Joint tenders" (p.12):</u> If we are submitting a joint tender in the form of subcontracting (as described in point 8.3), in which the subcontracting company will carry out less than 20 % of the work, we assume that the subcontractor should provide all details as requested under Part 2, point 12.1, EXCEPT for the bank identification form, and except for "proof of financial and economic capacity". Please confirm.</p>	This is clearly explain in the call for tender : if the services of the subcontractor exceed 20% the subcontractor has to provide the same documents as the principal contractor. If the services of the subcocontractor represents less than 20% he has to submit all the documents unless those relatives to financial and economic capacity as deccribed in the document
33	<p><u>Regarding Part 3, 2.2. "Evidence of the technical and professional capacity of the service provider(s)" (p.24):</u> "Evidence [...] may be furnished on the basis of the following documents: (f) In respect of supplies: samples, descriptions and/or authentic photographs and/or certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of the products with the specifications or standards in force"</p>	see question 9

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34	Regarding Part 3, 2.2. "Evidence of the technical and professional capacity of the service provider(s)", (p.24): "The list of the most important services shall be accompanied by certificates of satisfactory execution, specifying whether they have been carried out in a professional manner and have been fully completed;" Question: given that it may be difficult to obtain written confirmation for projects completed up to five years ago, we assume that the following are also valid as proof of satisfactory execution: e-mails from client to contractor, copies of final invoices, etc. Is this correct?	Yes
35	Regarding Part 1, 4.1. "Estimate of annual activities" (p.7): "One conference per New Member State in the coming four years with 200 participants". Question: How many new Member States are we to assume there will be over the next four years? Should we, for the purpose of this tender, assume that all candidate countries and potential candidates (Croatia, Iceland, Macedonia, Montenegro, Turkey, Albania, Bosnia, Serbia, Kosovo), may become new Member States – in other words, plan for nine conferences in total over the next 4 years?	This will be political decision
36	Regarding Part 3, Annex 1 "Financial proposal/Price list", point 6.1, 6.2, 6.3: For how many people should the restaurant/social programme/transport be organised?	For point 6.1 : this is a flate rate amount. For the other points, this will depend on how many participants for each event. It is why we ask for €/hour and the scenarios will be our point de référence" for future contracts.
37	Regarding Scenario 1, point 2 "Management Services": Are the 7 speakers also funded? In other words, there are 54 participants + 7 speakers = 61 funded participants?	Yes
38	Regarding Scenario 2, Point 2. "Management Services" (p.44): "Organisation of travel for 20 speakers.... Origin of speakers: 10 from Europe (two from London and Paris...), 5 from the USA.... and 5 from Asia..." We know that one of the European speakers is coming from London, another from Paris; from which countries are the remaining 8 European speakers travelling?	From other EU countries. In any case, the price of the travel itself, in respect with the rules, will be reimbursed on real costs and will not be taken into account for the final price of the scenario.
39	Regarding Annex 1, Price list, point 3.8 "Recording of the sessions" (page 37): We are required to give a price per recording, which we assume is the price we charge for the task of attending and recording a session. Yet you also specify the kind of equipment to be used. Do you require the price of that specific kind of equipment to be included in our price? Furthermore, how long should we assume a session to last?	we ask for a final deliverable product. The price must include every cost encured.