1. In one of your Q&A you explain the following:

“the tenderer needs to demonstrate that the travel agency/airline companies/ public transport companies which will issue the travel tickets are legally and financially separate from the contractor (or all members of the consortium, if applicable).”

Can you please tell us which evidence(s) will you accept from the tenderer to demonstrate the independence of the travel agency?

The tenderers need to state that they do not have financial or legal ties with the travel agency issuing travel tickets and corresponding invoices at the time of submission of bids. The Commission will review the tenders and in case of doubt will request further proof of the above.

2. The Terms of Reference state that the website must be hosted outside Europa, which is logical for such « one shot » online platforms.

We thus conclude that we don’t have to take neither the IPG nor the EC graphical charter into account when designing the website graphical user interface or the other various promotional items.

Could you please confirm that our understanding is correct?

Yes, the visual and other guidelines of the European Commission do not have to be taken into consideration for the purpose of the case study.

3. Do we have to propose an evaluation of the conference?

The tasks requested are specified on pages 21-24 of the Specifications.

4. As stated in Annex II: Price Schedule, on p. 36 of the Specification document - in the table we are supposed to state prices for:

Transportation

Conference
Exhibition space

Parcels

Others (rental of vehicles, attraction tickets...)

The prices for all of the above services vary from country to country - even within the EU, and certainly in comparison to the candidate countries. For example, renting a sound system in Brussels will cost much more than renting a sound system in Skopje. Or, airport transfers in Brussels cost less compared to airport transfers in Paris.

Could you please let us know which country should be taken into consideration/basis in the price offer for the above mentioned items?

The price stated needs to cover the service in any country.

5. Price schedule:

Are the prices to be considered as maximum prices to be applied during the whole contract implementation? Is it possible, therefore, during specific contract implementation, offer lower prices if available?

Some prices (i.e. hotel accommodation, etc) may vary during the year, for example during high-season.

For the purpose of the Case Study, the prices used need to correspond to the prices in the Price Schedule.

6. In addition to the 280 young people, around 40 others will be invited to the conference. Will these “around 40” other people also participate in the activities organised for the 280 young people that take place once the conference sessions have finished for the day.

No, the cultural programme should only be devised for the 280 young people.

7. We understand that, in the Price Schedule, the item ‘Renting a room with simultaneous interpretation facilities, 1 to 3 booths’ refers to the renting of a room in which 1 to 3 booths can be installed and does not include the actual renting of the booths (for which there is a specific line elsewhere in the price schedule). Could you please confirm that this understanding is correct?

No, ‘Renting a room with simultaneous interpretation facilities, 1 to 3 booths’, means renting a room where these facilities are already installed.
8. Several items of the Price Schedule relate to meals that must be delivered ‘inside a European Commission building in Brussels’. We have discovered that meals inside the European Commission buildings are provided by catering service providers that have contracts with the European Commission and that we have to use the solutions of those service providers and no one else?. As a consequence, we understand that we will have to apply the prices of these service providers. But we have also understood that these contracts will come to an end and that new calls for tenders will be organised. If we get the picture right, new contracts will mean new prices. In other words we will be bound by mandatory prices that on top of that will change during the execution of the framework contract. We do not understand the rationale of all this and think that this practice is not very fair. We ask the European Commission to withdraw those items and get rid of that system that is not in line with fair competition that the EU promotes everywhere.

We have re-considered the situation and decided to only include one item per type of meal in the Price Schedule.

If an event was to be organised in an EU Institution building where the future event contractor was obliged to use catering services of a catering contractor (contracted through an open call for tender), the price list of the catering contract would be applied. The project management costs linked to the ordering etc. would be charged by DG Home contractor as staff costs. An amendment to the terms of reference has been published.

9. In the Price Schedule, you have included an item that reads: ‘photo printing/laminating with 3 mm PVC (or other material)/plastification’ and then indicates two sizes: ‘smaller than 0.70 x 1.00 m’ and ‘0.70 m x 1.00 m larger’. We have no problem with the first set of dimensions but we are rather puzzled by the second one. What do you mean by ‘larger’. That could be anything from 1 metre to infinity. The price for infinity is infinite. Could you make that item more specific or delete it?

This has been corrected, for the larger photo the price should be for euros/m².

10. Annex I.1 case study: The ToR explain that the essays, the interpretation at the conference and the languages spoken at the conference in Brussels will be in EN, DE, FR, only. However, the ToR mention as well that the verbatim will be in "all languages used by speakers". Please clarify.

The verbatim should be provided in all 3 languages used by the speakers – EN, DE and FR.


It is up to the contractor to suggest an adequate cultural programme.
12. Do you expect bidders to quote for travel and subsistence expenses from the contractor, whereas this is not mentioned in the template of the budget for the case study?

All costs that the tenderer considers necessary for the implementation of the Case Study need to be included with the exception of the price of travel tickets.

13. On page 38 of the Specifications (Price Schedule), there are no price units for the following items:

- First day of web-streaming in a building equipped with high speed internet connection
- First day of web-streaming in a building not equipped with high speed internet connection
- Any additional half day of web-streaming
- Additional streaming of a parallel session (half day)
- Additional transmission of interpretation per language per each half day

Could you please release a corrigendum with the correct units?

The units here are euros.

14. Could you also specify if the three last items of this list refer to the situation described in the first item (a building with a high speed internet connection) or to the situation described in the second item (a building without a high speed internet connection)?

Yes, this is the case.