1. In the budget template we cannot find any entry related to social media costs (applications, sponsoring). Are we allowed to add them to the price grid?

Yes, as stated in the Specifications, you can add items up to a maximum of 20 per cent of the number of items already included in the Price Schedule.

2. In the point to take into consideration for the case study (page 21) you write:

“The competition needs to be actively promoted to teachers and schools in order to achieve a good selection of works.”

Can you please clarify what you mean by a good selection of works? Different opinions? Geographic diversity? Essays checked by the teachers? Other—if yes which one?

A ‘good selection’ means a wide selection – i.e. the participants for the conference need to be selected from a wide and diverse group of essay submissions, not e.g. just from works coming from one or very few schools.

3. On page 23 you write:

“Describe in detail the methodology they will use for recruiting and selecting the participants for the conference, taking Austria as an example country for which to provide the information in detail, including promotion of the competition to teachers/schools/other organisations and any tools used (website, social media, direct contacts etc.). The selection should be merit-based, i.e. founded on proven interest in/knowledge of the topic by the participants. As much as possible, the participants should come from different schools/different regions of each Member State.”

Are we right to assume that we can use other appropriate means and channels than teachers and schools to reach the objectives without being penalised under the previously mentioned point and the evaluation criteria?

It is up to the tenderer to propose methodology for the competition and its promotion.
4. Price schedule: all budget lines related to meals provide a geographical criteria (either “inside a European Commission building in Brussels” or “in another venue than a European Commission building in Brussels”).

Do you confirm that our understanding is correct when we consider that the budget lines “in another venue than a European Commission building in Brussels” is not limited to services provided in Brussels but is also extended to services provided in all EU Member States and other third countries?

The budget lines of the Price Schedule for meals provided 'in another venue than a European Commission building in Brussels' relate to venues in Brussels.

5. In reading the Case Study for the above-mentioned invitation to tender, we have a question regarding the essay competition.

According to Annex I (page 23), ‘The 280 finalist essays need to be translated into English once chosen.’

Should participants be allowed to submit their essays in any of the 24 EU official languages, or should the essays be submitted in the languages of the event (English, French and German)?

The participants should be able to submit the essay in any of the official EU languages.

6. Article I.3.1 of the Special Conditions seems to contain a typographical error as it states that “the maximum amount of the FWC shall be EUR 20,000.” Could you confirm that the amount is EUR 20,000,000.00 and that the special conditions will be accordingly modified please?

This is a clerical error and the corrected Specifications have been published.

7. It seems that article I.4.3. of the Special Conditions “Interim payment” is the same as article I.4.4. “Payment of the balance”. Would you mind confirming that interim payment will be paid (to the successful bidder) and that the appropriate language will be inserted in the contract please?

This is a clerical error and the corrected Specifications have been published. No interim payment is envisaged, only pre-financing (if applicable) and final payment.

8. In the absence of any special conditions to this end, could you clarify if any financial guarantee may be required in the course of this framework contract please?

According to Art. I.4 of the special conditions of the Framework contract no payment of pre-financing guarantee or performance guarantee is foreseen.
9. Subcontracting/travel agency:

It is stated on page 24 that "In order to avoid any conflict of interest, the travel agency which issues the travel tickets must be legally and financially separate from the contractor". Are tenderers therefore required to identify a fixed subcontractor to be responsible for issuing travel tickets, who provides a letter of intent according to page 10 of the specification?

The tenderer does not need to use the same provider every time (e.g. can use different airline companies). However, 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).

10. “The contractor is requested to arrange, book and pay for accommodation (four nights) in a 4-star hotel”.

Are participants allowed to share hotel rooms or should we foresee single rooms?

No, for the purpose of the Case Study the participants should not share rooms.

11. On page 12 of the ToR DG HOME states that we have to indicate separately to our financial offer the travel and daily subsistence allowance expenses. Can you please confirm that these requirements concerns only the tenderer’s staff (and not the conference participants).

Daily allowances only concern tenderer staff. For participants, please only include the 'Fee to be charged for each participant travel (return journey) to cover all administrative costs linked to the planning, purchase, management and distribution of tickets. (No further staff costs whatsoever can be charged in connection to travel organisation.)' as per the Price Schedule.

12. For the case study “Organising a youth conference in Brussels”, could you please clarify the following elements:

- Must the contractor propose some decoration such as roll ups, banners or flowers for the two days of conference? If yes can you list the items you want?

  It is up to the tenderer to propose decoration items for the conference.

- For the verbatim, it is written, page 23, bullet point 5, that the contractor must produce full transcript of what is said […] in all languages used by speakers.
Does it mean that the verbatim has to be translated in all languages used by the speakers or that the document will switch from one language to another depending on the language of the speaker?

A verbatim is a word-by-word transcript of proceedings, so the language will have to change if speakers use different languages.