Invitation to tender MOVE/D1/2013-885 for a service contract regarding e-Freight implementing measures - Support measures to improve the efficiency of information exchange in multimodal freight transport

Contract notice in OJEU 2014/S 106-185765

QUESTIONS & ANSWERS

Latest update [24/07/2014]

Question 1: How can the template for the Financial offer be accessed?

Answer: Tenderers must ensure that their financial offers would be compliant with the paragraph 2.6 of the Tender Specifications, but there is no template for the financial offer.

Question 2: Please clarify who (the Contractor or the Commission) is responsible for covering the costs of:

1. Venue, catering and conference interpretation if needed etc. for the three annual workshops
2. Venue, catering and conference interpretation if needed etc. for the e-Freight forum
3. Catering at sub-group meetings which will be held at the Commission premises.

Answer: As indicated on page 9 of the tender specifications, the number of meetings in tasks 2.1, 2.2 and 2.3 to be taken into account for the preparation of the financial offer is:

- forum meetings: 3 times per year in its plenary form (100 participants) and 15 times per year in the form of a sub-group (30 participants)
- 3 annual workshops (one each year – 200 participants)
- 6 international cooperation meetings

As regards the forum meetings (both in its plenary form and in the form of subgroups), they will take place in Brussels, in the premises of the Commission, as indicated on page 15 of the tender specifications. Therefore, the Commission will be responsible for the venue and the catering if relevant. No need for conference interpretation is foreseen.

As regards the annual workshops, as mentioned on page 18 of the tender specifications, the contractor shall foresee to cover the costs for the venues and catering. No need for conference interpretation is foreseen.

Question 3: Who (the Contractor or the Commission) is responsible for the cost of the international co-operation meetings which are indicated on page 9 of the tender specifications?


**Answer:**

The international co-operation meetings will take place in Brussels, in the premises of the Commission. Therefore, the Commission will be responsible for the venue and the catering if relevant. No need for conference interpretation is foreseen.

**Question 4:** Does the Commission foresee a participation fee for the annual workshop's attendance?

**Answer:** No, the Commission does not foresee a participation fee for the annual workshop's attendance.