Questions and Answers

Last update: 10/09/2014

1. **Question**

   SUMP Award: The Do the Right Mix campaign currently manages an EU award scheme for sustainable urban mobility plans (SUMP Award); although the ToRs do not specifically mention that this award should be continued, tenderers are invited to suggest additional award categories complementary to the existing EMW Award. Does this imply that the continuation of the SUMP award could also be included as a suggestion for an additional award category?

   **Answer**

   Yes, the continuation of the SUMP award could be included as a suggestion for an additional award category.

2. **Question**

   Website content management system: the technical specifications regarding the website indicate that the web content management system needs to be compatible with the technical requirements of the Europa server. Can you tell me if ‘TYPO 3’ (currently used for managing the EMW website’) and ‘Documentum’ would meet these requirements?

   **Answer**

   Documentum and Drupal meet the requirements, not TYPO 3. The contractor could also possibly build its own CMS.

3. **Question**

   There is no price list in the specifications. Which template should be used, and what level of detail is expected?

   **Answer**

   There is no fixed price list. For the general requirements to financial offer, please see paragraph 2.6 of the Tender Specifications. The tenderer shall clarify relevant items in the budget in sufficient detail in order to allow for the assessment of the proposal. You can be guided by the award criterion 2, *Organisation of the work*, (point 2.4.2) of the Tender Specifications – the price list can (partially) correspond to the roles and profiles of experts proposed as a team members by the tenderer.

4. **Question**

   In how many languages should the service be offered (task 1)? Which languages?
Answer

As a minimum, the service should be available in English.

5. Question

What is the volume of questions to process (estimate), and in what timeframe (task 1)?

Answer

This cannot be predicted in advance, although an increase in number may be foreseen from June to September. Replies to questions shall be drafted and provided within two working days.

6. Question

Can you confirm that the 'Briefing Meeting' is the same as the 'Coordination Meeting' mentioned on the European Mobility Week website (task 2)?

Answer

Yes.

7. Question

Can the Briefing Meetings in Brussels be held at the European Commission premises (task 2)?

Answer

No. See 'Place of Performance' on page 29 of the tender specifications.

8. Question

Task 2: On-line community forum maintenance: does this refer to technical maintenance or to the maintenance of the content (animation of forum)?

Answer

Both shall be foreseen.

9. Question

Task 2: Restricted 'associated partners' sections: does this refer to technical maintenance, or to the management of the content of these pages?

Answer

Both shall be foreseen.

10. Question

Aside from the four jury members, how many persons tend to participate in the selection procedure and need to be taken into account (task 6)?
Answer

The Chair, the Secretary and several European Commission representatives. The tenderer may additionally include a pre-selection committee if deemed necessary.

11. Question

Can you indicate the average number of applications that the jury needs to process each year (task 6)?

Answer

In the past there have been approximately 40 applications each year for the European Mobility Week award. However, this number may considerably increase and can not be predicted at this stage.

12. Question

Task 6: Can you provide further details on the usual format of this procedure (venue, duration, agenda...)?

Answer

In the past, electronic versions of applications have been forwarded to jury members and the European Commission following the eligibility check. The jury meeting follows the assessment period of 2-3 weeks by jury members, and may last half a day or one day, depending on the number of applications. The procedure may become more involved and/or lengthy depending on the number of applications.

13. Question

Can the meetings be held at the European Commission premises (task 6)?

Answer

No. See 'Place of Performance' on page 29 of the tender specifications.

14. Question

Can the workshop be held at the European Commission premises (task 7)?

Answer

No. See 'Place of Performance' on page 29 of the tender specifications.

15. Question

Can you confirm that the participants are solely from countries in Europe (task 7)?

Answer

In the past, participants have been from European countries including EU Member States, the EU candidate countries that are part of the Stabilisation & Association Process (SAP), the EEA Member States and the EFTA countries. However, the participation of representatives of non-European countries should not be excluded.
16. Question

Should the trophies be unique/original pieces (task 8)?

Answer

Without necessarily being of high cost, the trophies shall be prestigious, and shall clearly reflect the identity of the campaign.

17. Question

Can you specify the number of persons needing local transport (task 8)?

Answer

Approximately 120 participants are foreseen, the majority of whom will require local transport.

18. Question

Task 8: For the video clip, can we assume that there will be three finalist cities? Is shooting foreseen in each city?

Answer

This is dependent on the format and number of award categories foreseen by the tenderer. For the video clip highlighting the finalist cities, materials may be requested from finalist cities to avoid the need for on-site shooting. The tenderer may choose to film on-site for the video clips which serve as prizes.

19. Question

What is the volume of promotional materials to be foreseen (task 9)?

Answer

In the past approximately 5000 items have been required, although this number may increase.

20. Question

Options: should the options be numbered? If they are to be numbered, are they to be included in the budget (task 9)?

Answer

The budget shall encompass all potential expenses, including optional suggestions. The tenderer may choose to number these items.

21. Question

Can you please confirm whether the tender may be postmarked 15 September or does it need to be in your hands by that date?

Answer
The postmark can be 15 September.

22. **Question**

On page 4, under section 1.6, it states that “Tenderers that are already registered in the Contracting Authority’s accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.”

When you say tenderers already registered with the Contracting Authority’s accounting system, is that for the European Commission as a whole or just DG MOVE? If we have already been direct contractors for another DG, does this apply to us?

**Answer**

This refers to tenderers already registered with the European Commission as a whole.

23. **Question**

Specific Task 8 – Organization of Annual Award Ceremony (page 23 of Call for Tenders) lists the following requirements:

- Reserving the venue
- Provision of
  - technical equipment
  - Staging and furniture
  - Catering (cocktail reception)
- Acquisition of trophies
- Preparation and framing of certificates
- Engagement of moderator/hostess
- Preparation of video clip
- Production and delivery of video clips as prizes

Could you indicate for each of the above tasks who is responsible for the payment of that task, the contractor or the DG?

**Answer**

The contractor is responsible for the payment of these items.

24. **Question**

Specific Task 8 says ‘the cost of the video clips will be covered by the EC for the September 2015 award ceremony’ – does this also apply to the two subsequent years?

**Answer**

No. The contractor shall foresee all costs for the two subsequent years.