



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 30. 05. 2012  
EIGE/PROC D/2012/ 276

**Tender: EIGE/2012/ADM/13**  
**Framework contract: Services to support EIGE's communication activities**  
**Subject: Answers to requests for clarifications regarding the Tender. Nr. 10**

Dear Sir/ Madam,

From potential tenderers we received questions that could be of general interest. Please find herewith the answers to these questions.

Sincerely yours,

Procurement  
EIGE

## **EIGE/2012/ADM/13. Questions & Answers Nr 10**

### **Question 1:**

What name of the tenderer should we write in the different forms (i.e. SFF5) if we participate as a consortium? Should we put the name of a leading company (we sign agreement Annex 2 Model A) or should we list the all group members?

### **Answer 1:**

All members of consortium are to be mentioned and sign Annex 2, Leader to be designated as per point 3.

Annexes 6 and 8 are to be completed by each member of consortium (see page 21 of Tender Specifications), Annex 7 only by consortium leader (page 20 of Tender Specifications).

### **Question 2:**

If we participate as a consortium should we provide network and organizational structure descriptions (2.1.3. part B) of all group members separately or just structure of a group leader? Could it be valid for all LOTS?

### **Answer 2:**

Technical and professional capacity requirements of a tenderer – consortium shall be assessed in relation to the combined capacity of all the parties involved (page 23).

### **Question 3:**

If we participate as a consortium should we create special charts for each LOT with all members of the consortium but including just the team which will implement the tasks outlined in the tender specifications? (2.1.4 II Organization)

### **Answer 3:**

It is up to the tenderer to present their technical offer in accordance with the Tender Specifications.

### **Question 4:**

In Grid Lot 1 the prices of project manager, consultant, assistant, etc. have to be indicated. Do the concrete people from the consortium have to be ascribed for these positions right away?

### **Answer 4:**

The Grid requires the only prices for specified functions.

**Question 5:**

If it is pointed out that events may take place in Lithuania or any other European country, do the prices in the grid have to be counted and indicated those of Lithuania or EU?

**Answer 5:**

The Price Grid of the Lot on event organisation requires quotations that will be used in all cases.

If specific services are needed in the course of the contract, the contractor will be asked to prepare a specific offer.

**Question 6:**

Does the main project manager have to be a member of the consortium or can he/she be a subcontractor?

**Answer 6:**

There are no limitations as for the performance of main tasks in the projects.

**Question 7:**

Will the company's awards be taken into consideration when evaluating? Should the company indicate them somewhere?

**Answer 7:**

The evaluation process of the offer is against technical evaluation criteria only (page 29).

**Question 8:**

If a consortium of three companies participates in a competition, can there be different leading companies in different lots (e.g. in lot 1 company X is a leading company, in lot 2 - company Y, etc.). If so, does there have to be a different document of power of attorney for each lot?

**Answer 8:**

Yes.

**Question 9:**

In case of subcontracting, does a consortium leader have to sign a document or all the members of consortium have to sign it? And in subcontracting forms like annex 5 where the name of the Tenderer has to be mentioned, does there have to be just the name of the leader of the consortium or names of all the members of the consortium?

**Answer 9:**

Annex 4 is signed by the tenderer.

Annex 5 is signed by the subcontractor.

**Question 10:**

Please clarify if the sample website for LOT4 should be created with content management system based on Drupal? There is no such requirement mentioned in LOT4 task. However we do understand further website development and related services will be done using Drupal open source CMS

**Answer 10:**

The sample site created for the simulation for Lot 4 does not have to be built on Drupal.

**Question 11:**

In page 27, it is said that "a description of how the framework contract and the Order Forms will be managed in general". What are Order Forms?

**Answer 11:**

Please see the Draft Service Contract and Draft Order Form