



EUROPEAN INSTITUTE FOR GENDER EQUALITY

EIGE

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Tender: EIGE/2012/OPER/01
**Collection of methods, tools and good practices in the field of
Women and the Media (as described by area J of Beijing Platform
for Action)**

Subject: Answers to requests for clarifications regarding the Tender

Dear Sir/ Madam,

From a potential tenderer we received questions that might be of general interest.
Please find herewith the answers to these questions.

Sincerely yours,

Procurement
EIGE

EIGE/2012/OPER/01 Questions & Answers Nr 4

Question 1:

1. TS: *"The contractor is expected to organise the meeting and it will be in charge for travel and hotel costs, catering, venue and IT equipment, logistical support to the participants and for all required materials (background papers, notes, pen)."* Shall it be interpreted as apart from support in terms of organization of logistical details and reservation of meeting rooms, venue and IT equipment (in accordance to Attachment 1 – Specifications of logistical requirements and facilities for the consultation meeting), the Tenderer should also cover air/train tickets, accommodation and other travel related expenses for all participants (at least 36 people, i.e. 28+3+5) from the project total budget? Or only a logistical support in terms of organization is to be provided to participants, while the expenses will be covered by EIGE separately?

Answer 1:

As stated in Technical Specifications, the contractor is expected to organize and cover the expenses for the relevant listed activities and related deliverables.
No costs will be covered by EIGE.

Question 2:

Clarification 1, Answer 4: *Any work performed by a person who is not an employee of the tenderer will be considered as subcontracted"*

In case one of the partners of the joint offer is an association, a community of professional women, the members of which represent the network of national experts needed for the research. Does it mean that considering that these experts are members (and not employees) of the partner, they still might be considered as *internal resources of the joint team*, or still they are considered as subcontractors?

Answer 2:

For subcontracting, please see Clarification N.1 Question and Answer N. 4

Tender specifications state as follows:

Subcontracting

Subcontracting is the situation where the contractor in order to implement the contract, enters into legal commitments with other legal or natural persons for performing part of the service (in particular, any work performed by a person who is not an employee of the tenderer will be considered as subcontracted).