



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 25 05 12
EIGE/PROC D/2012/267

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(s) we received (a) question(s) of general interest. Please find herewith the answer(s) to these question(s).

Sincerely yours,

Procurement
EIGE

EIGE/2012/OPER/01 Questions & Answers Nr 1

Question 1:

Is the duration if the contract expected to be 9 or 10 months (see TS page 25 'The overall duration of the contract is expected to be 10 months.' and TS page 42: 'The duration of the contract shall not exceed 9 months')

Answer 1:

The duration of the tasks cannot exceed 9 months.

Question 2

The deadline of submission of offers is June the 20th or June the 27th?

Answer 2:

The deadline for the submission – see the Letter of Invitation– is as follows:

- a. either by registered post or by courier not later than **20/06/2012**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address below
- b. or delivered by hand to the address below not later than 16:00 Vilnius time (EET) on **20/06/2012**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the EIGE's Secretariat who took delivery. The Secretariat is open from 09:30 to 16:00 Monday to Friday. It is closed on Saturdays, Sundays and EIGE holidays.
- c. See corrigendum to Technical Specification

Question 3

Regarding the on line discussion contractor shall organise: we understand that the discussion and the meeting are the same action. If this interpretation is correct, the discussion shall last for one week or for two days? Or, on the contrary are the discussion and the meeting to be treated as two different step? (see TS: The discussion will last one week, hosted on ENGE and it will focus on the identified 10 good practices and their potential transferability. 20 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)

The contractor is expected to facilitate and moderate the discussion, driving the contribution towards the topic of the discussion, addressing the main features of the on line exchange and at the end process information and findings, within a feedback report, to be shared among EIGE's stakeholders and through EIGE's website.

The contractor will be responsible for the preparation and organisation of the event, including, with specific concern for:

- Designing a 2 days on line meeting;
.....')

Answer 3:

The Contractor will be responsible for the preparation of an on-line meeting, with duration of 2 consecutive days.

The on line discussion and the meeting are to be intended as one single action.

Question 4:

With regard to subcontracting: we are planning to hire national experts that are not permanently employed at our organization, for the duration of the project. Are these experts to be considered as subcontractors? If yes, shall they submit a legal entity form for physical person?

If national experts have to be considered as subcontractor, do they have to submit Declaration of Honour? Even if we hire them as single person and not has representative of an organization/company?

Answer 4:

Any work performed by a person who is not an employee of the tenderer will be considered as subcontracted. Please refer to the Checklist in the Standard Submission Forms.

Please refer to Tender Specifications 2.4.2.