



Vilnius, 27/04/2011

EIGE/VL/vz D/2011/ 913

Tender: EIGE/2011/OPER/04
Framework contract for the provision of services on organisation of events and technical meetings

Subject: Answers to requests for clarifications regarding the Tender

Dear Sir/ Madam,

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

Sincerely yours,

Procurement Team
EIGE

EIGE/2011/OPER/04. Questions & Answers 1

Question 1:

Jeį projekte pasiūlymą teikia konsorciumas, kaip apskaičiuojama vidutinė metinė apyvarta? (nurodyta, kad ji turi būti ne mažesnė nei 750.000 eurų). Ar šį reikalavimą turi atitikti tik pagrindinė konsorciumo dalyvė, ar tai taikoma apimant visas organizacijas, sudarančias konsorciumą?

English translation:

In case of a consortium, how the average yearly turnover will be calculated? (it is stated that it has to be 750.000 EUR or more). Is this requirement for the leading company only or for all consortium members together?

Answer 1:

In case of joint tender, if criteria, as regards the turnover, are to be achieved above a certain level, a consolidated assessment shall be made. (ref.: Tender Specification Section 2.4.3.).

Question 2

The Invitation to Tender stated that tenders must be placed inside two sealed envelopes. The inner envelope must contain two sealed envelopes: one containing the technical specifications ("Technical Offer") and the other the financial bid ("Financial Offer"). The Tender Specifications, at p.14, stated that all tenders must include: A. Covering Letter B. Table of contents C. Five sections:

- Section One: Administrative Information
- Section Two: Documents related to the Exclusion Criteria
- Section Three: Documents related to the Selection Criteria
- section Four: Technical Proposal
- Section Five: Financial Proposal

Documents from Sections One to Three inside which envelope must be included?

Answer 2:

Administrative information, Documents related to exclusion criteria and Documents related to selection criteria are to be submitted in the envelope together with the Technical Proposal. The envelope is to be titled "Technical Offer".

Question 3

Financial Proposals for Test case 1 and 2: we have to indicate only the tenderer's management fee (man-days fee rate) or we have also to include costs referred to all good and organisational services (for example costs of the meeting venue, technical equipment, catering, etc.)?

Answer 3

Financial Proposal for Test case 1 and 2 shall contain the tenderer's proposed fee rates for profiles the tenderer proposes for each respective service, as well as the number of man-days per profile and service, sub-totals and grand totals (please refer to the headings in the Financial proposal forms). No other costs are to be quoted for the current tender.

Question 4:

Is it correct that the Event page should be part of EIGE's website <http://www.eige.europa.eu/>. Under which menu item should the event page be added (e.g. to Programmes / Initiatives)?

Answer 4

Yes, the event page should be part of EIGE's website <http://www.eige.europa.eu>, under menu item Press and media → Events.

For the event pages, the bidders are expected to propose the solutions they consider most appropriate and feasible for them.

Question 5:

Will the external contractor get access to the CMS of the website or should the event page be integrated via an Iframe and hosted on an external server?

Answer 5

The event page should be hosted by the contractor on a server other than that of EIGE.

Question 6

What subsections should be part of the event page?

Answer 6

The bidders are expected to propose the structure of the event pages.

Question 7

In reference to the above tender and in particular to the administrative information to be provided, please clarify what stands for "List of Principle Services" as specified in the Checklist of documents to be submitted. Does this refer to tenderer's company profile?

Answer 7

As stipulated in Part B of Section 2.4.3. of the Tender Specifications, the tenderer is expected to present a document listing the major services relevant to this tender, as they are specified in Section 1.2.3. of the Tender Specifications, provided by the tenderer within the past 3 years. This list shall contain: references to minimum 5 and maximum 10 customers to whom the tenderer provided or is currently providing the respective services: specification of the tenderer's share in provision of the services and if subcontractors were used for any of the services.

Question 8

Will the technical meetings take place mostly at the EIGE premises or in other venues?

Answer 8

The technical meetings will generally take place in venues other than EIGE premises.

Question 9

In general, will the contractor be expected to attend and coordinate the technical meetings or is the nature of the organization such that the contractor will mainly be involved in the organization of the event prior to but not during its implementation?

Answer 9

The contractor will be involved in both organisation prior to and support during the implementation of meetings and events.

Question 10

Regarding Test Case 1 will the contractor have to provide photo, audio and audiovisual (AV) documentation of the events, including live streaming, video recording and editing?

Answer 10

For the Test cases, the bidders are expected to propose the solutions they consider most appropriate and feasible for them.