



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 06. 05. 2011
EIGE/VL/vz D/2011/924

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 which may be of general interest. Please find herewith the answer to the question.

Sincerely yours,

Procurement Team
EIGE

EIGE/2011/OPER/04. Questions & Answers 3

Question 1:

regarding Test Case 1:

- Second bullet point under the Technical Offer for the Test Case 1 shall include: are the tenderers expected to propose actual venue for the event?
- Third bullet point under the Technical Offer for the Test Case 1 shall include: what is meant by the "suggestion of the layout for the event" ?
- Fifth bullet point under the Technical Offer for the Test Case 1 shall include: what should be the geographical coverage of the media mix proposal ? National or EU level?

Answer 1:

- No, the tenderers should describe their way how they would approach the selection of the venue suitable for the event
- The layout for the event means planning and arranging the objects (rooms, seats, equipment, stands etc.) as well as placing people within the event
- Coverage of the EIGE target audiences geography: EU Member States, candidate and accession countries.

Question 2

regarding Test Case 2:

- Second bullet point under the Technical Offer for the Test Case 2: shall include: are the tenderers expected to propose actual venue for the event?
- Fourth bullet point under the Technical Offer for the Test Case 2 shall include: on what level should the maximum visibility be ensured, in Brussels or on EU level?
- sixth bullet point under the Technical Offer for the Test Case 2 shall include: are the tenderers expected to propose actual dinner venue?

Answer 2:

- No, tenderers are not expected to propose an actual venue for the event.
- Visibility is to ensure at the EU level.
- No, tenderers are not expected to propose an actual dinner venue

Question 3

In the form of Economic and financial capacity of the tender there are following years listed:

- 2007
- 2008
- 2009

If the company is established in the year 2008, is it possible for us to show the same data for the following years?

- 2008
- 2009
- 2010

Answer 3:

Yes, it is possible.

Question 4

There is mentioned in the tenders specifications, that preferred language is English language. Please clarify if it is a must to translate into English language the tenderers registration form and other documents, issued by Lithuanian legal institutions?

Answer 4:

No, this is not a must

