



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 16. 04. 2012  
EIGE/PROC D/2012/170

Tender: EIGE/2012/OPER/07  
Study on Area J of the Beijing Platform for Action: Women and the Media  
in the European Union

Subject: Answers to requests for clarifications regarding the Tender

Dear Sir/ Madam,

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

Sincerely yours,

Procurement  
EIGE

## EIGE/2012/OPER/07. Questions & Answers Nr1

### Question 1:

The tender mentions mapping 'social media' organisations but I'm not sure what you mean by that? My understanding of social media are sites such as Facebook and Twitter but obviously these are not organisations which have staff. So do you perhaps mean online versions of traditional media such as BBC Online or Guardian Online?

### Answer 1:

The contractor is expected to map and analyse women's involvement in the boards of the social media organisations/companies established in any of the European Union's Member State or Croatia, or have branches in any of the European Union's Member State or Croatia (if several available, then one largest social media organisation/company in each European Union's Member State and Croatia should be analysed). We do not expect analysis of online versions of traditional media such as BBC Online or Guardian Online.

### Question 2

The tender mentions the research team should comprise "at least 5 researchers" one of whom must be the senior researcher. There is also mention of the Project Manager, so could one of the five researchers ALSO be the Project Manager?

### Answer 2:

The tenderers are expected to propose a team that has the capacity and knowledge to answer the requests formulated in the call for tenders. The way each tenderer organises its team is its own decision. If the tenderer sees fit and feasible that the responsibilities of Project Management can be overlapped with the responsibilities of researcher, it is its own internal decision.

### Question 3

There is very little guidance on costs, which is OK, but is the expectation that all staffing costs will be calculated on a per diem basis? As the contract is so short and needs to start so quickly, I don't think many organisations would be able to recruit someone specifically for the project, so I'm imagining that all staffing will be calculated on a fee basis.

### Answer 3:

Professional fee is the main basis for the calculation of costs. Please refer to section 2.4.5. of the Tender Specifications and the Financial Offer Form in SSFs.

### Question 4

In the information about sub-contracting, there is mention that no more than 30% of the project should be sub-contracted out – does this mean 30% of the value of the contract?

### Answer 4:

Section 2.4.3. of the Tender Specifications mentions that “in case on of subcontracting not more than 30% of the contract, provided the main contractor does not rely on the subcontractor’s economic and financial capacities, the subcontractor(s) does not have to provide the economic and financial capacity form. However, EIGE reserves the right to request additional information for the evaluation of the economic and financial capacity”. No limitation of the subcontracted value is mentioned.

Question 5:

Could you please tell us the correspondence between the different voices in the ECONOMIC AND FINANCIAL CAPACITY OF THE TENDERER document and the EU budget sheet?

Answer 5:

The form Economic and Financial Capacity of the Tenderer is EIGE's document. The requested information is that produced within general business accounting, including the Balance Sheet (Fourth Council Directive 78/660/EEC of 25 July 1978 based on Article 54(3)(g) of the Treaty on the annual accounts of certain types of companies). The economic and financial viability coefficients are to be calculated on the basis of this information.

Question 6:

The model of Power of Attorney attached to the tender seems to refer to the situation where the Contract has already been awarded (art. 1 reads: The European Institute for Gender Equality has awarded the Contract .... (the Contract) to Company 1, Company 2, ..., Company N (the Group Members), based on the joint offer submitted by them on ... ..... for the supply of ..... and/or the provision of services for ... (the Supplies and/or the Services).) Could you please confirm whether this is the right form to fill in or whether there is a different authorisation form specifically for the tender?

Answer 5:

The model of Power of Attorney in the Standard Submission Forms is the form to fill in.

Question 7:

Do the tenderer identification form and the legal entity form need to be submitted by all partners of a consortium or only by the leader who will sign the contract?

Answer 7:

The tender identification form and the legal entity form need to be submitted by all partners of a consortium. Please refer to the Tender Specifications Part II and the Checklist in Standard Submission Forms.

Question 8:

Will you accept scanned versions of signed documents rather than originals?

Answer 8:

The documents of which originals a required are specified in the Tender Specifications, Part II and in the Checklist in Standard Submission Forms.