



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 150413
EIGE/PROC D/2013/ 258

Tender: EIGE/2013/OPER/02
Study on area F of the Beijing Platform for Action – Women and the Economy

Subject: Answers to requests for clarifications regarding the Tender

Dear Sir/ Madam,

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

Sincerely yours,

Procurement
EIGE

Questions & Answers Nr 2

Question 1:

The Technical Specifications "*The good practices will be assessed within a consultation meeting, gathering experts and stakeholders, working in the area of female entrepreneurship.*" Should tenderers plan and propose the budget for the organization of the consultation meeting (recruiting, save the dates, venue, etc.), or the ToR rather mean that the tenderer will participate in a stakeholders' meeting organised by EIGE? Should such meeting be organised/held at EIGE's premises?

Answer 1:

As stated in the Technical Specifications, the contractor is expected to provide organisational support to the meeting, as far as invitees, relevant documents and papers, key note speakers are concerned.

The event will be funded by EIGE and no additional costs will be placed on the contractor, apart from those related to the implementation of the foreseen and requested tasks, described in technical specifications.

Question 2:

Could you please advise me if there is an actual proposal document in which we set out how we are actually going to set about doing the work? I can see the document for the CV, and the Standard Submission Forms but would like to know if these are the only documents that would be need to be filled out and sent back in the post? I have been looking at the website that I've shown here <http://eige.europa.eu/content/eige-2013-oper-02>

Answer 2:

As specified in the section 2.4 of the Technical specifications, all tenders must include:

- A. Covering letter signed by the tenderer or his/her duly authorised representative
- 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 offer addressing technical specifications and award
 - Section Five: Financial offer

Standard submission forms are annexed to these specifications.

The technical offer shall address the aspects described in the technical specifications and award criteria. There is no standard proposal form that should be filled in for the technical offer, the tenderers are invited to present it in a free form.