



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, **07-07-2015**
EIGE/VL/pr D/2015/ *366*

Tender: EIGE/2015/ADM/08
Framework contract Organisation of events

Subject: Answer to request for clarification regarding the Tender

Dear Sir/ Madam,

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

Sincerely yours,

Procurement
EIGE

EIGE/2015/ADM/08. Questions & Answers No 2

Question No 1:

For test-case n.1, we assume we don't have to identify the meeting venue and the restaurant for dinner by invitation. Is it correct?

Answer No 1:

The tenderer could specify the methodology and criteria used to identify the most suitable meeting venue and catering facilities. Based on these, concrete examples of venues and catering facilities could be interesting.

Question No 2:

For test-case n.1, next to a detailed and clear description of all services requested relating to "communication and printed services" and "other services", should we also submit layout proposals of all materials listed under section "II.Requirements"? (i.e.: A4 agenda, participant list, background paper, name badges and lanyards, nameplates, sign posting, electronic conference banner, roll-ups, background slides, leaflet, dedicated webpage, meeting kit)?

Answer No 2:

Considering the limited expected number of pages to be submitted, EIGE expects a detailed and clear description. A limited number of examples (annexes) showcasing the creativity and innovative approach of tenderers can strengthen the proposals.

Question No 3:

For test-case n.2, should we design a "full event package" including all services we deem appropriate to ensure the best outcome of the meeting?

Answer No 3:

Considering the limited expected number of pages to be submitted, EIGE expects a detailed and clear description of how such an event should be organised. A limited number of examples (annexes) showcasing the creativity and innovative approach of tenderers can strengthen the proposals.

Question No 4:

For test-case n.1 and n.2, we assume we don't have to propose a simulation of the financial offers. Is it correct?

Answer No 4:

Financial offers form an integral and substantial part of an offer.

Question No 5:

On page 28 of the tender specification, point 2.2.4 Technical Offer, it is stated that the tenderer has to provide a paper of maximum 30 pages to describe "how the tenderer would plan and execute the following two Test Cases...". Could you please specify if the page limit of 30 pages apply to each of the two Test Cases (so in total 60 pages) or are the 30 pages for both Test Cases combined?

Answer No 5:

EIGE expects 30 pages maximum in total for both cases combined (incl. the financial offer), possibly complemented by annexes with for example creative proposals.

Question No 6:

Based on the description of the test case 1 we understand that a dedicated website/webpage for the conference need to be provided (tender specifications, page 30).

- Is our understanding correct, that the contractor only needs to provide technical and editorial maintenance to the webpage/website and that the setting up of the website/webpage is done by EIGE? If this is not the case, could you please clarify if the dedicated webpage/website would need to be set up by the tenderer and if it will be hosted on the institute's website?
- Could you furthermore clarify if the website/webpage should also include a registration functionality? If this is the case, will the registration page be set up by EIGE (as stated in the tender specifications on page 13)? If not, would it be possible to provide to the tenderers further information on the technical aspects of the current registration tool or the expected registration tool?

Answer No 6:

The website for the conference of Test case 1 will have to be hosted in EIGE's website. EIGE's website is managed by EIGE. Specific pages can have custom developed layout, keeping only the header and footer of the developed web pages the same as the rest of the website pages. Therefore, the content and design of the page(s), the structure and the navigation elements (e.g. using sub-pages) are entirely up to the contractor to propose and implement.

The existing standard registration functionality is run by EIGE and on EIGE's website and will be open for use by any contractor cooperating with EIGE on inviting for events.