



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 13-07-2015
EIGE/VL/vz D/2015/ 376

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

Subject: Answer to request for clarification regarding the Tender

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

Procurement
EIGE

EIGE/2015/ADM/08. Questions & Answers No 3

Question No 1:

As the Financial Offer Form is based only on fees, could you please clarify, how all other costs like hotel, flight, catering, technical equipment etc. should be invoiced?

Answer No 1:

All costs related to the engagement of the professionals are to be included into the daily rates (ref. Tender Specifications EIGE/2015/ADM/08, 2.2.5, page 32).

Quotations of costs of accommodation, travel, catering for participants, costs of equipment and other costs of the events will be requested within re-opened competitions through which the Framework contract will be implemented (ref. Tender Specifications, 4.2., pages 37-38). Invoicing will be made by the contractor after accomplishing the tasks under the specific Order Form.

Question No 2:

In the tender specifications on page 28 under section 2.2.4 the tenderer is expected to provide information on the "cancellation policy for events/packages of events". Is our understanding correct that the tenderer is expected to provide a methodology on how he would ensure the cancellation policy to EIGE? And would you mind clarifying if "most favourable" in this context relates as well to the financial conditions of the cancellation policy and how this should be detailed?

Answer No 2:

The tenderers have to describe how they are going to ensure the best possible terms for cancellation of e.g. booked venues, travels, services).

Question No 3:

Considering that article II.10.3 of the draft framework service contract provides that the Union shall not acquire ownership of the pre-existing rights, could you confirm that in the event the contractor needs to use pre-existing rights for the purposes of performing the framework contract, evidence about the grant of a license would be sufficient for the purposes of article I.8.2?

Answer No 3:

Please refer to Draft Framework Contract, Special Conditions, I.8.2.

Question No 4:

To prove their economic and financial capacity tenderers have to complete and include in their offers the statement on the "economic and financial capacity of the tenderer" as presented in the standard submission forms. In the document, the tenderers are requested to

fill in the figures for "2012 to 2014" concerning the "Assets" category but to fill in the figures for "2011 to 2013" concerning the other categories. Could you please clarify if this is correct or if the tenderers should fill in all the points with the figures from 2012 to 2014?

Answer No 4:

The most recent year should be the last year for which accounts are closed. If this is the case for 2014, the tenderers are invited to indicate the figures for 2014, 2013, 2012.

Question No 5:

On page 35 of the tender specifications it is stated that for each of the test cases max. 15 points will be awarded. In the clarifications EIGE/2015/ADM/08.Questions&Answers No 2 it is stated that a limited number of layout examples "can strengthen the proposal" and that the "financial offer is an integral and substantial part of an offer". Therefore could you please clarify what will be the impact of the tenderers' layout proposals and financial offers on the award criteria? All requested elements should be part of the offer, the methodology and the financial part being substantial and the examples being complementary. All elements will indivisibly show the capacity of the tenderer to organise an event as per the test cases. This capacity will be evaluated indivisibly with a mark up to 15 points.

Could you also provide to the tenderers a breakdown of the award criteria points for the two test case studies and the aspects that tenderers should pay attention to?

Answer No 5:

The evaluation of technical award criteria will be as stated in the tender specifications, i.e. it will be strictly based on the paper (maximum 30 pages) how the Tenderer "would **plan and execute** the ... two Test Cases providing the information required under each case" (ref. tender specifications, 2.2.4, page 28, and page 30 page 31 paragraphs in bold). It is at the discretion of the tenderer whether to include examples in annexes. All aspects to which the tenderer should pay attention are described in detail in the tender specifications (Part1, Part2, Part3 and particularly for the test cases on pages 28 - 32).

The price indicated in the financial offer (ref. Tender Specifications 3.2. B, page 35) is the award criterion (financial) and will have direct impact on the quality / price ratio.

The award criterion "Technical offer for the Test Cases" is broken down as follows:

Test case 1 – max 15 points, minimum required score 8; Test Case 2 - max 15 points, minimum required score 8 (ref. tender specification, 3.2, p. 35).

Question No 6:

Concerning the economic and financial capacity (see your template annexed) can you please confirm for which years you need the values (see Asset and the other black titles).

Answer No 6:

Please see **Answer No 4**

Question No 7:

Our company is newly set up and is operating from year 2014. We would like to apply for tender with other companies and propose offer from joint tenderer. Can our company

(operating 1 year) represent the consortium in dealing with contracting authority and be a lead tenderer?

Answer No 7:

Yes. For detail please refer to tender specifications 2.2.1 – 2.3.3