



## EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius,  
EIGE/VL/nv D/2015/ 416

**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 5**

### **Question No 1:**

There are two different periods in Economic and financial capacity form we should provide figures for: 2014–2012 and 2013–2011. Is that correct? Could you please specify if we need to provide information for 2011, or last three years (2014-2012) are enough?

### **Answer No 1:**

Please see *Correction - Financial capacity form (.doc)* - uploaded on 14 July 2015 on EIGE's website.

### **Question No 2:**

There is a request in Technical and professional capacity form to provide Reference list of current and past customers, specifying tenderers share in provision of the services. Could you please specify which is the correct way to evaluate share in provision of core services:

- the share of all client's events our company organises;

Or

- the share of the services our company provides for a particular event of the client.

### **Answer No 2:**

The share of the services your company provides for a particular event of the client.

### **Question No 3:**

Please specify what are the official supporting documents for Legal entity form for tenderer from Lithuania?

### **Answer No 3:**

1. A copy of an official document (e.g. company registration certificate, extract from the register of legal entities) issued by the National Authorities (State Enterprise Centre of Registers) showing the official name of the legal entity and the registration number given to it.
2. A copy of the VAT registration document if applicable.

### **Question No 4:**

In a Question and Answer document published on the tender website on 07.07.2015 EIGE delivered the following answer:

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

However in an answer to the question we posed (below in bold) on 15.07 in Q&A number 4, EIGE responded that we do not need to include cost estimations for the case studies.

Could you please specify which of the two is correct and if cost estimations for the two case studies **have** to be included (either in the financial offer or in the technical offer)?

**Answer No 4:**

Cost estimations for the two test cases have to be included in technical offer as a simulation of the financial offers for test case n.1 and n.2. The cost estimation will be evaluated within the quality criteria.

**Question No 5:**

In the Financial offer (price list) two different positions are featured under 'Project Executive': Project Executive Administrative and Project Executive Junior. As these are not described in detail in the tender specifications, could you please specify what the difference in the responsibilities of the two is? In particular which one has more responsibilities.

**Answer No 5:**

Project Executive position (Project Executive Administrative and/or Project Executive Junior) has the following specification: this person is responsible for the execution (in the back office or at the event) of the tasks under the supervision of the project manager.

**Question No 6:**

In the Questions & Answers No 2 it is stated that "financial offers form an integral and substantial part of an offer". But in Questions & Answers No 4 it is stated that no cost estimation are to be included for the two test cases? Could you please clarify if the tenderer has to include a cost estimation for the two test cases? If so, is our understanding correct that the cost estimation will be evaluated within the quality criteria and is not part of the financial evaluation?

**Answer No 6:**

Please see No 4.