



Vilnius, 22. 11. 2016  
EIGE/VL/as D/2016/710

**Tender:** EIGE/2016/OPER/02  
"Framework Contract for Public Relations Support Services" ref.

**Subject:** Answers to requests for clarifications regarding the Tender - 02

From (a) potential tenderer(s) we received (a) question(s) that might be of general interest. Please find herewith the answer(s) to this/ese question(s).

Procurement  
EIGE

## EIGE/2016/OPER/02. Questions & Answers - 02

**Question 1.1:** With reference to the two physical meetings which are foreseen to take place (inception meeting and project-end review meeting) for each specific project, could you please clarify if the two physical meetings are foreseen for each single assignment within each lot or for each lot every year?

**Answer 1.1:** For each specific project, two physical meetings are foreseen to take place: the inception meeting and the project-end review meeting, where the project manager and relevant staff from the contractor's team are expected to participate. This is applicable to all lots, but should not be considered on yearly basis, but rather on project basis.

**Question 1.2:** Could you please confirm that, in case of a day-meeting in Vilnius of a project manager, the cost to be calculated is the project manager daily fee + other cost (attendance cost of 1 expert from the contractor's side to a day meeting in Vilnius - fees NOT included)?

**Answer 1.2:** In the case of physical meetings, the attendance cost of 1 expert (team member) participating should be considered. Under the heading '**Other costs**' from the Financial Offer, the tenderers should calculate and include all direct costs - such as travel costs - incurred by participation of the team member to the physical meetings. However, under '**Other costs**' fees are not included.

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**Question 2:** In case a tenderer wishes to apply for two or more lots, shall they provide information for exclusion and selection criteria, technical and financial offer in one tender or shall they send two or more separate tenders?

**Answer 2:**

In case a tenderer wishes to apply for more Lots, the tenderer must provide separate tenders with all the requested documentation, except from the documents referring to the exclusion criteria, which will be provided once.

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**Question 3.1:** (Lot 1) what contact details shall be included in the database? Apart from sample articles, area of expertise and email are clear elements. Is the contractor expected to provide address and telephone number?

**Answer 3.1:** The following Contact details are expected for each new contact, whether an organisation or an individual.

**Organisation**

Name  
Type  
City  
Email  
Phone  
Website  
Facebook / Twitter

**Individual**

Full Name  
Job Title  
Nationality  
Country  
City  
Email  
Phone  
Mobile  
Website  
Languages  
Facebook / Twitter  
Areas of interest (to be read as areas of expertise)

**If the journalist is employed by a specific media outlet, then details of its employers (organisation) should be indicated as well.**

**Question 3.2:** In what format shall sample articles be provided – link to the article, pdf file or other?

**Answer 3.2:** The two examples of work done by the proposed journalists, meaning the articles showing coverage of gender equality topics, should be provided in full (text) and link to the media outlet that has published them/scan in case of print media only.

**Question 3.3:** Shall we expect, that with each order EIGE will specify the requirements for the profiles of selected individuals – specialized only in gender equality or, among other, writing for genders equality and related topics?

**Answer 3.3:** Yes, EIGE will specify its requirements within each Request for Service (RS) and will indicate within each RS the profiles is looking for.

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**Question 4:** with reference to the call tenders EIGE/2016/OPER/02 - Lot 3, I would like to ask you the following question:

- Could you please confirm that the travel and subsistence expenses for those professionals involved in filming and audio recording in the EU will be reimbursed by EIGE, as mentioned under art. II.22 of the Draft Framework Contract?

**Answer 4:** The price for animated video or filmed video listed within Financial Offer should be all inclusive. No further reimbursement of travel or subsistence expenses for professionals involved in filming and audio recording in the EU will be reimbursed by EIGE (Standard Submission Forms – Financial Offer Form).

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**Question 5:** Regarding LOT 2 - Statistics for post about Gender Statistics Database are missing (page 43, Annex 1). Shall we exclude this post from analysis or could you please provide these statistics?

**Answer 5:** Please disregard this post. Facebook does not retrieve statistics for it anymore.

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**Question 6:** With reference to the call tenders EIGE/2016/OPER/02 - Lot 4, Tender specifications, art. 1.4 (Expected results, page 15, Lot 4, Activities D4.3), I would like to ask you the following question:

- Could you please specify if the provision of the minimum requirements of infographic templates (5 standard infographic templates (\*.psd files) ) as well as the pool of at least 60 various icons has to be referred to the whole duration of the contract (4 years) or on a yearly basis?

**Answer 6:** The above-listed requirements are on yearly basis.