

Clarifications during tendering
F-SE-16-T18
Organisation of conferences and events
Questions and Answers III

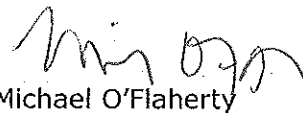
Vienna, the 20/04/2017
Ref: 2017-outgoing-555

Reference: Open call for tender F-SE-16-T18 Organisation of conferences and events
Subject: Clarifications during tendering

Dear Sir/Madam,

We received questions of general interest from the tenderers. Please find herewith the answer to these questions.

Yours sincerely,



Michael O'Flaherty
Director

Clarifications during tendering
F-SE-16-T18 - Organisation of conferences and events
Questions and Answers III

Question 7:

Question No. 7:

...with regards to the Case Study I "Meeting on development of a handbook for teachers": even if the conference venue is provided by FRA without the requirement of any service from the contractor, we would need to know which is the conference venue in order to better plan each service requested (hotel, catering, etc.).

Answer 7:

This is a fictive conference without any details which are relevant for the contractor - except that the venue is located in the city centre. Therefore bidders are invited to develop their bids based also on a fictive conference venue which corresponds best to their service planning.

Question No. 8:

Referring to the technical offer for the two case studies, is it possible to attach tables, schemes or images in addition to the foreseen number of pages (3 for case study I and 6 for case study II)

Answer 8:

Yes, such annexes will be accepted.

Question no. 9:

.. in the Tender Specification (Annex A), section 20.1 (Verification of compliance with the minimum requirements set out in Annex A.1 Technical Specifications) it is required the compliance of the technical offer "with the minimum requirements set out in section 4 and 5 of Annex A.1".

Actually, section 5 concerns "Project Monitoring". We would know if section 20.1 is correct or if you are referring to section 3 and 4 of Annex A.1.

Answer 9:

Section 20.1 of Annex A contains a clerical error. Section 20.1 should refer to section 3 and 4 of Annex A.1.

Question No. 10:

In the first page of the Scenario II dates 12-13 December 2017 are indicated, but on the other parts of the document and on the draft programme the dates

indicated are 12-13 November 2017: could you please specify the exact dates of the scenario

Answer 10:

Please see answer 2 of the first set of "questions & answers" (I)

Question no. 11:

In paragraph 3 of the Scenario II, it is stated that the photographer has to be present on the first day, 12 November, at the evening reception from 19,30, but in the draft programme and in the paragraph 9.5 Catering the evening reception is foreseen on 11 November at 19,30: could you please specify the commitment of the photographer, in order to present the real needs in the technical and financial offer?

Answer 11:

Presence of a photographer is also requested for the welcome reception of 11 November (19.30 o'clock).

Question no. 12:

Concerning the financial offer we understand that we will be evaluated on the total cost of the events described in the case studies, however, in this way we also understand that we will not commit to a fee rate that which we should apply during the implementation of specific contracts. Can you please confirm this is the case?

Answer 12:

You will be evaluated on the total cost of the events described in the case studies. However, in the documents "Annex 2a Template-financial-offer-Scenario-I-Berlin" (no 7) and "Annex-2b-Template-financial-offer-Scenario-II-Vienna" (no 10) the respective management fees should be introduced. In "FORM F.1 – FINANCIAL OFFER TEMPLATE" of Annex C – Standard Submission Form the total cost for each of the events need to be given.

Question No. 13:

Concerning SCENARIO II FRF: can you please clarify if the event is to take place in November or December as both months are indicated?

Answer 13:

Please see answer 2 of the first set of "Questions & Answers I".

Question No. 14

Concerning SCENARIO II FRF: can you please confirm whether interpretation (ENG/FR) will be required for the working group on both days of the event?

Answer 14:

Yes, service of interpretation EN into FR for 1 working group is requested for both conference days.

Question No. 15

Concerning SCENARIO II FRF: can you please confirm the number of breakout rooms that will be required as the specifications indicate in paragraph 5 Conference Venue that 3 breakout rooms will be required and then in paragraph 6.2 Breakout Rooms, reference is made to 4 breakout rooms.

Answer 15:

Indeed as required in chapter 6.2 four (4) breakout rooms are needed. The reference in chapter 5 "conference venue" to 3 breakout rooms is a clerical error.

Question No 16:

Concerning SCENARIO II FRF, the specifications in paragraph 6.6 Exhibition Space refer to 8 exhibition stands which will be run by civil society organisations, IGOs and other FRA partners and a separate stand to be set up for FRA. Can you please clarify to us if provision should be made in our financial proposal for the total of 9 stands (the 8 exhibition stands + 1 FRA stand) or for the total of 8 stands (7 exhibition stands + 1 FRA stand) i.e. if FRA stand is additional to the 8 above mentioned stands or is one of those 8 stands?

Answer 16:

As pointed out in chapter 6.6 "exhibition space" of tender document "Annex I to Tender specifications - SCENARIO II Fundamental Rights Forum (FRF)" tenderers are requested "to set-up space for 8 interactive exhibition/information stands" for civil society organisations, IGOs and other FRA partners" plus a "separate stand ... for the FRA" (with different equipment). Therefore the financial proposal should calculate costs for the total of 9 stands.

Question 17:

As stipulated in the Tender Specifications paragraph 19.2.1 Economic and Financial Capacity b) the annual average turnover should be presented for the last two financial years for which accounts have been closed, which in our case are the years 2015 and 2014. As the corresponding form C.2 Statement of Annual Turnover defines the two years as "current year -2", i.e. 2015 and "current year -1" i.e. 2016, please confirm that nevertheless the table in C.2 Form

should be filled in for the last two closed financial years, which in our case are 2015 and 2014.

Answer 17:

Your understanding is correct.

Question No 18:

- a) With reference to the two Case Studies/Scenarios proposed in Annex 1.a and Annex 1.b to Tender specifications, it is requested to produce a bid (technical and financial) in no more than 3 pages (for Scenario I) and 6 pages (for Scenario II) and by using attached template for financial offer (Annex 2.a and Annex 2.b).
Should both the technical and financial proposals of the two Scenarios be elaborated together as one document and not exceed the indicated number of pages?
- b) Should both the technical and financial proposals of the two Scenarios be included in the Technical Offer envelope?

Answer 18:

- a) The indicated number of pages refers only to the technical offer.
- b) No, the financial proposals regarding the scenarios should be included in a separate envelope which should to be labelled "Financial offer – Scenario I and II".

Question No 19:

Annex C - Standard Submission Form / Form F.1 - Financial offer template: we understand that only the total price of each one of the two proposed Scenarios has to be indicated under the "Price" column.
Is our understanding correct?

Answer 19:

Your understanding is correct.

Question No 20:

In the Annex A, paragraph 20.3.2 "Information concerning prices", it is stated that "the VAT amount must be indicated separately", but in the templates for financial offers for Scenarios I and II it is requested to indicate the prices (per unit and the total), net of VAT. Where should we indicate the VAT as a separate amount?

Answer 20:

According to Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the European Union Agency for Fundamental Rights is exempt from all charges, taxes and dues, including value added tax; such

charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

Please indicate the VAT as a separate amount in the respective financial template under the line "Grand total".

Question 21:

- a) In the Annex A1, paragraph 6 "Communication", it is stated: "Once a call for tender (Re-opening competition) is launched, the contractors are strongly recommended to assert whether they are in the position of bidding at all. The number of days until submission of offer can vary between 10 to 50 days depending on the volume of the conference to be organised": what do you mean with the latter sentence?
- b) How many days do you foresee between the launch of the tender and the offer submission by each contractor?
- c) And how many days do you foresee for the tasks' implementation starting from the award of the specific contract?

Answer 21:

- a) The number of days between the sending of the invitation to tender to the contractors of a framework contract with re-opening of competition and the deadline for submission depends on the complexity of the requested services.
However, there are times when two or three conferences/events take place within a short period and the contractor should inform the contracting authority as soon as possible if he is going to submit an offer at all.
- b) All framework contractors are invited to submit an offer at the same time. The shortest period between the date of sending an invitation to tender in a re-opening of competition and deadline for submission is 10 days. However, the average time here is around 20 days. For more complex conferences and events more time (up to 50 days) for submission of offers is allowed.
- c) The implementation of tasks starts at the earliest on the date on which the contract comes into force (please see also paragraphs 2.1 and 2.2 of Annex III "model specific contract" of Annex B – Draft-Framework-Contract:). The average time for the implementation of tasks – related to the organisation of an average conference/event - is around 4 weeks (period between contract signature by both parties and delivery date (date of conference/event)). However, the period for implementation of tasks for conferences and events of a bigger and more complex nature is longer.

Question No 22:

With reference to the Scenario II (FRF), we believe that the given budget of € 350.000,00 is not adequate to the requested services.

Considering the reservation of 400 rooms for 2 nights and 400 flights (fixed amount of € 180.000,00), only these two services by themselves will cover 65/70% of the total budget.

So in order to fit the given budget, the tenderers will have to indicate unrealistic prices.

Given the above, is the CA able to adjust the given budget for this Scenario?

Answer 22:

The calculation of budget for both scenarios and especially also for scenario II "Fundamental Rights Forum (FRF)" is based on experiences with similar FRA events in Vienna.

If the requested services cannot be offered within the estimated budget, tenderers are invited to present a price offer corresponding to the actual prices. In case the actual prices exceed the estimated budget by more than 10% then this should be duly justified.