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EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS



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Vienna, the

Ref: 2013-outgoing-

0019 330

Subject: Clarifications during Tendering. Questions and Answers IV

Reference: F-SE-13-T02 Conferences and Events

Contract notice: 2013/S 116-196911 of 18/06/2013

Dear Sir/Madam,

We received some questions of general interest from potential tenderers. Please find herewith the answers to these questions.

Yours faithfully,

Morten Kjærum
Director



Morten Kjærum, Director

European Union Agency for Fundamental Rights

Agentur der Europäischen Union für Grundrechte | Agence des droits fondamentaux de l'Union Européenne

Schwarzenbergplatz 11 | 1040 Vienna | Austria | T +43 (1) 580 30 - 0 | F +43 (1) 580 30 - 699 | info@fra.europa.eu

fra.europa.eu | www.facebook.com/fundamentalrights | twitter.com/EURightsAgency | www.linkedin.com/company/eu-fundamental-rights-agency

QUESTIONS AND ANSWERS (IV)

Subject: F-SE-13-T02 Conferences and Events
Contract notice: 2013/S116-196911 of 18/06/2013

Question 1:

Can you please give an exact definition of Conference / Event and highlight the difference between the two categories?

Answer 1:

The main difference between the two categories is the format. A simple conference might include the provision of travel, accommodation, catering, interpretation and related technical equipment only whereas services for an event might additionally include branding, production of promotional material, stage management, workshops, info stands, exhibitions, sightseeing tours, contracting of huge venues, moderators, facilitators, multimedia packages, audio and audio-visual documentation, live streaming etc.

Question 2:

In the Tender Specifications (17.2.2 – Technical and professional capacity) five CVs are requested (Project Manager, two Technical Assistants, two Assistants). These CVs are the Minimum or no other CV have to be presented?

Answer 2:

In order to comply with the Selection criteria, you have to provide 5 CVs meeting the minimum education and professional experience, as described in section 17.2.2. However, you can detail further the composition of your team in your technical offer (section 18.1).



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Question 3:

In the scenario the interpretation services are to be considered in all the meeting rooms (Plenary and Breakout rooms)?

Answer 3:

Point 2.3 Minimum requirements of Annex A.2., 6th bullet point: Interpretation EN/FR for the whole duration of the meeting and in all working groups. This implies the main meeting room and the 5 working group rooms.

Question 4:

Can you indicate if the Dinner must be a Gala dinner or which kind of arrangement has to be considered?

Answer 4:

Please refer to point 2.3 Minimum requirements of Annex A.2., 3rd bullet point:

- A dinner shall take place in the evening of the first day,
- A 3-course-menu including alcoholic and non-alcoholic beverages, coffee, tea has to be provided,
- No Gala dinner.

Question 5:

Do we have to compile the "Standard Submission Form" or it must be copied on Partners head letter as per "Declarations"?

Answer 5:

Tenderers are requested to complete and sign the forms included in Annex C – Standard Submission Form with the information described in section 23 of Annex A – Tender Specifications. In case of a consortium, some documents have to be provided for all partners as indicated in Annexes A and C. In case of subcontracting, information related to the nominated subcontractors has to be provided in the cases indicated in Annexes A and C.

M O A

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