

**Clarifications during tendering
F-SE-13-T16
Provision of editorial services**

Questions and Answers II

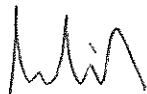
Vienna, the 11/4/2014
Ref: 2014-outgoing-562

Reference: Open call for tender F-SE-13-T16 - Provision of editorial services
Subject: Clarifications during tendering

Dear Sir/Madam,

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

Yours faithfully,



M Morten Kjærum
Director

Morten Kjærum, Director

European Union Agency for Fundamental Rights

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Clarifications during tendering
F-SE-13-T16 - Provision of editorial services
Open Call for tender No F-SE-13-T16 (OJ/S 45-74362, 05/03/2014)

Question 2:

Is a stamp absolutely required? As a consortium of two individuals we do not have one.

Answer 2:

The date and signature are enough in case a stamp is not available.

Question 3:

Footnotes 10 and 11 in Annex C, Standard submission form, seem to be missing. Do they include any vital information we need to know?

Answer 3:

The text of the footnotes was not included in Annex C by mistake. Please note that the footnotes in Annex C reproduce the information included in Section 19.1.2 of Annex A - Tender Specifications and read as follows:

Footnote 10:

"All prices must be quoted in Euro, and, where necessary, using the conversion rates published in the C series of the Official Journal of the European Union on the day when the offer is issued. This information is also available on the website of the European Central Bank at the following URL: <http://www.ecb.int/stats/eurofxref/>"

Footnote 11:

"Prices must be inclusive of all costs and expenses, directly and indirectly connected with the services to be provided and including all the charges (like overheads, travel and subsistence allowances). The financial proposal shall exclude all duties, taxes and other charges (including VAT), as FRA is exempt from such charges. According to Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the Communities are 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".

A new Annex C containing the footnotes has been uploaded together with these Questions and Answers on FRA website.

Question 4:

Do you expect us to charge meetings per hour, per day or per meeting? How long is a meeting approximately?

Answer 4:

Meetings will take place at FRA's premises as described in section 5.2.1.7 of Annex A.1 - Technical Specifications. Tenderers are requested to include in Form F.1 of Annex C the price per participant per working day meeting at FRA premises. This price, as specified in section 5.2.1.7 of Annex A.1, shall include travel and accommodation costs. A new Annex C with a revised Form F.1 has been uploaded together with these Questions and Answers on FRA website.

Please disregard, in this respect, the reference made to meetings at the contractor's premises in our answer 1 c) to Questions and Answers I.

Question 5:

Is the CV in Europass format to be included in envelope 1 (Administrative proposal) and in envelope 2 (Technical proposal)?

Answer 5:

The CVs in Europass format have to be included only in part 1, Administrative proposal.