

Administration -FRA, A-1040 Vienna; Schwarzenbergplatz 11

Vienna, 03/11/09

Subject: Open Call for Tenders F/SU/09/01
Provision of Conference and Multimedia Equipment and Services

Ref.: Additional information regarding the specifications of the tender

Dear Sir / Madam,

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

Yours faithfully,



Constantinos Manolopoulos

Head of Administration Department

QUESTIONS & ANSWERS
Open Call for Tenders F/SU/09/01
Provision of Conference and Multimedia Equipment and Services

Question 1

In the situation when two companies from two different EU countries decide to form a consortium, can the documentation be submitted in two languages (e.g. the description of the technical qualification of company X in language A and the same for the company Y in language B) or should one official language of EU be chosen for all documentation prepared?

Answer 1

Applications can be submitted in any official language of the EU. However the working language of the Agency is English.

Question 2:

Can you specify what is meant in Annex C 6.4 Technical Staff or Bodies by the term of "technicians or technical bodies". What type of technical bodies do you mean, can you give an example. Should all the information be supported by e.g. certifications from such bodies? Should the single technicians be certified by such bodies?

Answer 2:

Tenderers are asked to provide CVs for the technical staff following the profiles described in the Technical Specifications.

Question 3:

Do you expect any difficult or heavy construction operations in the areas described in the technical specifications that have to be managed by a person with local (Austrian) building and construction qualifications or certifications (e.g. construction manager)?

Answer 3:

The Agency does not expect difficult or heavy construction operations.

Question 4

What does "Fixed price orders (price per man-day) at tenderer's premises" mean? What do we have to calculate for that position?

What does "Quoted Times & means orders (price per man-day) at tenderer's premises" mean. What do we have to calculate for that position?

What does "Times & means orders (price per man-day) at FRA premises" mean. What do we have to calculate for that position?

What are the differences in these positions ... except the information "at tenderer's premises" and at "FRA premises"?

Answer 4:

Quoted Time & Means

The "Quoted Time & Means" method may be used for service providers **outside the FRA premises**. For Quoted Time & Means projects, the work will be ordered for a total number of days and will be divided into various sub-tasks (or "quoted time & means"). The FRA will provide the Contractor with a detailed description of each sub-task. The Contractor will then send the FRA an estimate of the number of days needed to carry out the sub-task and the expected Delivery date.

Once the estimate has been accepted by the FRA, only the number of days indicated in the estimate will be chargeable.

Time & Means

The "Time & Means" method may be used for service providers inside the FRA premises. *Services* shall be provided on a time-and-means basis when the Parties agree in the Specific Contract that a specified daily sum is to be paid for a given number of days in return for the provision of the means to perform **at the FRA premises**. In all cases, the Specific Contract shall state the purpose of the provision of the *Services*; this may involve an obligation for the Contractor to achieve a specific result.

Fixed price

Services shall be provided at a fixed price when the Parties agree in the Specific Contract that an overall sum, which must be justified using the agreed daily rates in the Framework contract, is to be paid following express acceptance of the work by the FRA.

The work shall be undertaken by the Contractor in accordance with the specifications set out in the Specific Contract. The specifications shall comprise in particular a description of the work, the timetable, reports, standards, reference manuals and details of the results and deliverables required.

Question 5

At point 5.2.6 Quality public address system you write from a mixing desk. In the device list there is no mixing desk. There is also a Biamp Audia matrix in the device list. Why do you need a 24port patch bay?

Why do you connect the amplifiers with a Cobranet device? The amplifiers and the matrix are in the same Rack.

Answer 5:

The Cobranet and the 24 bay patch panel are foreseen for possible future extensions. The BIAMP AUDIAFLEX CM includes already a mixer functionality.

Question 6

In Atrium1 there should be 10 wireless headsets but they are not in the device list.

Answer 6:

Please include the following devices to the price list:

- 10 pcs. Sennheiser HDE 2020-D stethoset receiver
- 1 pcs. Sennheiser EZL 2020-20L charger for HDE 2020-D
- 1 pcs. Sennheiser SR 2020-D Digital rack transmitter

Question 7

There is a 300W transformer (Biamp TDT-300) in the device list but no amplifier for it.

Answer 7

Please include in your financial offer the following Amplifier: 1 pcs. BIAMP –MCA8150 8 channel.

Question 8

For which speakers is the Biamp AUD-PA2 amplifier card?

Answer 8:

The Biamp Aud-PA2 is foreseen in the price list for possible future extension.

Question 9

Question relating to the list of devices as requested in the Annex A.1 Technical Specifications, point 5.3. Device list, page 13, position 5.8 BIAMP TDT-300 300W transformer for 25/70/100V systems:

After a careful examination of this point we think that with the TDT-300 position should go together with a BIAMP –MCA8150 8 channel (150W per channel) amplifier, which is not listed in the devices list. Please confirm if this is a FRA mistake and BIAMP –MCA8150 amplifier should be included in the specification and offer, or if the list is full and should stay as it is.

Answer 9

Please include in your financial offer the following Amplifier: 1 pcs. BIAMP –MCA8150 8 channel.

Question 10

In the document “invitation to tender” signed by Morten Kjaerum in point 3 it is stated that the technical and financial offers must be placed in two separate envelopes. Please write clearly which parts of the document ANNEX C Standard Submission Part constitutes the Technical Offer and which one the Financial Offer?

Answer 10

You will find

- the financial offer templates (Annex C.3) in Annex C – Standard Submission Form (pages 13 – 21);
- the technical offer templates (Annex C.4.1) in Annex C – Standard Submission Form (pages 22 – 25)

The technical and the financial offer must be submitted in two separate envelopes.

Question 11

In the table titled: Installation, configuration and programming of the scenario form placed in Annex C.3. – Financial Proposal (page 14 of the CTF-FSU0901-Annex C Standard Submissions Form-SSF document) we have spotted that the statement: “Tenderers shall use the fixed price from the as stated in the service rates” is not coherent and probably lacks of a word or phrase describing from where the price should be taken, as the article “the” suggests it .

Can you provide us with the correct sentence to be used in this sentence?

Should the Times & means orders (price per man-day) at FRA premises column from the Service Rates table (page 13 of the CTF-FSU0901-AnnexCStandard Submissions Form-SSF document) be used for this meaning?

Please provide us with the answer as soon as possible due to the shortness of time.

Answer 11:

The phrase shall be read as: “Tenderers shall use the fixed price as stated in the service rates”