

Questions and Answers

regarding the call for tenders Provision of professional event organisation services for BEREC and BEREC Office events

Question 1:

Could you kindly confirm that the case should not exceed 4500 characters (budget and pictures included)?

Answer 1:

As for the description on the Tender Specification the number of characters should not exceed 4,500 characters (without spaces). You may provide specific examples or more detailed information in annexes. Please see item 2.5 of the Tender Specifications and item 4.4. of the Tender Submission Form.

Question 2:

Could you kindly clarify what is meant by "there is no need to present actual offers for the development of the case"? Does it mean that we have not to provide financial offer, design, recommendations...?

Answer 2:

As indicated in item 4.4. of the Tender Submission Form the development of the case study should be theoretical. All data provided should be hypothetical and there is no need to use or present actual offers for the development of the case.

Question 3:

Mock scenario: the description of the BEREC event does not mention where the workshop will take place. Could you please give us more information or is it up to the contractor to select the city where the event will take place?

Answer 3:

The description should be theoretical and there is no need to base it on a specific location. Please see item 2.5 of the Tender Specifications and item 4.4. of the Tender Submission Form.

Question 4:

Mock scenario: The maximum available budget is not clear: Which is the maximum available budget? Is EUR 16.000 only referred to reimbursement of travel expenses?

Answer 4:

The maximum available budget is EUR 100.000. The budget of EUR 16.000 is only referred to reimbursement of travel expenses.

Question 5:

Can the Contracting Authority confirm that it will not request a Performance Guarantee?

Answer 5:

A performance guarantee cannot be requested for a framework contract, since a framework contract does not oblige the Contracting Authority to purchase anything and does not directly entail the provision of services or supplies. If a performance guarantee proves to be necessary, it will inevitably be linked to a specific contract under the conditions explained above.

Question 6:

Will the contractor be able to claim a pre-financing and if yes, of what percentage, and should a bank guarantee always be submitted or not?

Answer 6:

The contractor will not be able to claim any pre-financing according to the model framework contract.

Question 7:

Under item 16 "Collecting, compiling and distribution of documents, including using specific tools", can we assume that any external logistics costs or material costs such as post stamps, boxes or envelopes are considered as reimbursable and that the fee to be proposed is thus only the fee for the management of the services. The amounts of the external/material costs can indeed take some important proportions on large events with hundreds of participants.

Answer 7:

Yes, as a general rule the fee is the management service fee for events of different sizes, based on the number of registered participants. All additional expenditure should be invoiced to the contracting authority based on the actual expenditure and subject to the conditions in the specific contracts.

Question 8:

For the pricing of item 7 “Providing branding and visual identity of the event, including graphic design”, can you confirm that you are not expecting in this price us only to identify the provider of the work, but that the price should include the work itself? Whereas for item 15 “Selection and organization of communication/public relations services” it is the price of identifying the best providers, selecting, contracting and supervising them that you are expecting?

Answer 8:

The fee is only the one for the management of the services. The contracting authority confirms that the tenderers are not expected to identify the price of the work at this stage.

Question 9:

Please confirm that the prices to be given are not per participant but per category of number of participants. So for category I for instance, we need to give one lump sum, irrespective if in the end there will be 5 or 10 participants, for instance.

Answer 9:

The prices to be given are not per participant but per category of number of participants. For example for a meeting of 8 participants the contractor will be entitled to a fee for a meeting up to 15 participants.

Question 10:

Could you please clarify what is meant under this paragraph, page 8 of the Tender Specifications: “In addition to the maximum total price specified in each order form or specific contract, travel, subsistence, accommodation and shipment expenses shall be reimbursed in accordance with Article I.3.3. of the FWC, as shall other expenses provided for by the tender specifications/specific contracts up to a maximum amount of EUR 600 000 throughout performance of the FWC and up to a maximum of 25% of the amount of each order form or specific contract / each travel / other sufficient measure.”

Answer 10:

In case that the staff of the contractor is requested to be present at the event venue and provided that this is not their permanent place of residence or employment the contractor will be entitled to reimbursement of the traveling expenses of their staff in compliance with the provisions of Article I.3.3. and Article II.16 of the draft FWC.

In any case these expenses cannot exceed the amount of EUR 600 000 (six hundred thousand) for the whole duration of the FWC and should not be higher than 25% for each order form or specific contract.

Question 11:

Do we understand correctly that we have to quote the prices of our management, and not of the specific expenses that each event will have, such as travel, accommodation, shipment, technical equipment etc. So only prices for our staffing and services are to be offered, not real expenses related directly to the event and depending purely on the specific event?

Answer 11:

The tenderer has to quote only the fee for its management.

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(s)

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