

Call for tenders' details

Title: Eurostat conference on social statistics.

Start date: 01/10/2015

Time limit for receipt of tenders: 12/11/2015

Contracting authority: European Commission, DG EUROSTAT

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	16/10/2015 11:24	20/10/2015 09:27	Two social events	Your ToR state that the first social event (welcome cocktail) is on 28 November 2016. Are we correct to assume that the second social event (dinner) is to be organised on 29 November 2016?	20/10/2015 Yes – the second social event (dinner) would be on 29 November 2016 – separate from the welcome cocktail that will be held on 28 November.

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2	16/10/2015 11:32	20/10/2015 09:29	IT & AV equipment in the conference and meeting rooms for the event	<p>There is no information in your ToR related to the IT & AV equipment (projection screens, beamers, laptops, sound system, microphones...) to be provided in each of the conference and meeting rooms of the event.</p> <p>Are we correct to assume that the contractor is not responsible for providing neither the technical material nor the technicians supervising their functioning during the conference? And that our sole task relating to technical equipment relates to the webstreaming during the conference?</p>	<p>20/10/2015 All IT and AV equipment in the conference room and meeting rooms, and technical supervision of the functioning of this equipment, will be provided by the Luxembourg Congress centre.</p> <p>The contractor will be responsible for web streaming and for establishing/maintaining the conference web site.</p>
3	16/10/2015 11:35	20/10/2015 09:30	Task 4: conference kits, list of participants, name badges and name plates	<p>There is no information in your ToR related to a printed agenda for the conference. Are you expecting the contractor to provide one? If so, could you specify the languages in which the agenda shall be made available, the number of pages expected for the document and any other relevant information to foresee their design, production and printing?</p>	<p>20/10/2015 The documentation to be supplied to the participants at the beginning of the conference will include an agenda - to be prepared by the contractor in agreement with Eurostat.</p> <p>The agenda will provide basic information on the programme, speakers, timetable etc. It will consist of a simple unbound stapled document not exceeding 5 printed pages.</p>

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4	20/10/2015 16:35	21/10/2015 08:51	Evaluation of the technical quality of the bid : criteria 5 Quality arrangements	Criteria 5 mentions: "Spirit of initiative and creativity in proposing solutions that will increase the chances of the conference attaining its objective (as described in point 1.6)." There is no point 1.6 in the tender specifications. Could you please elaborate on your expectations under this subcriteria?	21/10/2015 Criteria 5 makes reference to the objectives described in point 2.3 of the tender specifications: Tasks and expected results.
5	22/10/2015 11:31	26/10/2015 15:34	Eurostat Graphic charter	Could you give us access to the guidelines and documentation which should be used when designing conference materials in line with your logo and graphic charter?	26/10/2015 No specific guidelines or documentation are available at this stage on the design of conference materials or the use of logos.

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6	24/10/2015 12:40	26/10/2015 16:14	Is working with a USA based company allowed?	<p>We are considering using a USA based company to offer some of the services needed with reference to Tasks 2 and 3. Would this be allowed please or would the company have to be EU based?</p> <p>Thank you</p>	<p>26/10/2015</p> <p>Please refer to the tender specifications item 4.2. Participation in this invitation to tender (including each member of a consortium if applicable) is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons who are nationals of countries which:</p> <ul style="list-style-type: none"> - have a special agreement with the European Union in the field of public procurement under the conditions laid down in that agreement or, - have ratified the Plurilateral Agreement on Government Procurement (GPA) concluded within the WTO, under the terms of that Agreement. <p>The United States have ratified the GPA in 1996 and the revised GPA in 2014 and can therefore participate in this call for tender individually or as a consortium partner.</p>

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7	27/10/2015 11:08	27/10/2015 16:07	Proof-reading of documents papers	Task 1.1 is about proof-reading. As the authors of teh papers are presumably not necessarily all of English mother-tongue, could you please specify whether the service requested is really proof-reading (i.e. checking for typos, punctuation, formatting, etc) or rather editing? The cost of the two services is significantly different and the information is issential to be able to produce a realistic financial estimate.	27/10/2015 As noted under Task 1.1, the contractor's role will be to ensure that documents and presentations are in 'professional quality English language' following a scientific/technical review by Eurostat. It is likely that some of the authors will not have English as mother-tongue.
8	27/10/2015 11:16	27/10/2015 16:39	Travel	1. Travel arrangements must be made for max 15 people from outside the EEA and Switzerland. Does this mean any place in the world, ie from the US or Australia or the Far East? If positive, would the flights still be in economy class? 2. According to the ToRs, where speakers depart on the actual day of the event there will be a corresponding reduction in the costs under Task 6, 7 and 8. This implies that tasks 5 to 8 will be paid on the basis of actual costs. If this the case, will the Contractor also be reimbursed for higher costs due to reasons outside their responsibility, such as higher costs of flights for a speaker?	27/10/2015 1. Yes. For the maximum of 15 speakers from outside EEA and Switzerland, travel arrangements may be required from anywhere in the world. These flights would still be in economy class. 2. According to the rules of the Commission the contractor will not be reimbursed for higher costs due to reasons outside their responsibility.

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9	27/10/2015 11:18	27/10/2015 16:39	Coffee-breaks	The Tor under Task 7 only list coffee and tea for morning and afternoon breaks. Can you please confirm whether this means that nothing else is expected, such as juice, sweet or savoury snacks?	27/10/2015 Tea, coffee and water should be available for the morning and afternoon breaks. Juice or snacks are not expected.
10	27/10/2015 11:12	28/10/2015 08:18	Name plates	Name plates must produced for speakers, session chairs and discussants. Are all of these included in the total of 50 given under 2.3 or is it 50 speakers plus session chairs and discussants?	28/10/2015 Not all of the session chairs and speakers will be included among the 50 speakers. Therefore some additional name plates (in addition to the 50) will be needed.
11	27/10/2015 12:01	28/10/2015 08:19	Task 3 - webstreaming of the main conference presentations and discussions	Hello. Could you indicate the number of conference rooms for which webstreaming will be necessary? The answer to such question has an important impact on the Financial offer. Should we maybe foresee providing webstreaming services in the plenary room of the conference only?	28/10/2015 Webstreaming will be necessary only from the main conference plenary room.

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12	24/10/2015 12:42	28/10/2015 11:05	Published accounts for years	<p>Could you please ask what the accepted supporting documentation would be if published accounts were not available for the past two years for a company? What would apply for newly founded companies who do have accounts for one year for example?</p> <p>Thank you</p>	<p>28/10/2015</p> <p>You have to fill in the compulsory reply form for accounting data (Annex 8) and enclose the full set of annual accounts (balance sheet, profit and loss account and notes on the accounts) for closed year available (where it is impossible to provide for the last two years, please indicate the reason) . If such documents are not available, you should provide an appropriate statement from bank regarding the company financial solvency.</p> <p>The Commission reserves the right to ask explanation and clarification during the assessment of the offer.</p>

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13	28/10/2015 12:07	28/10/2015 14:30	Conference proceedings	Is the CV of the person "with sufficient knowledge of social statistics" who will be assigned to take notes at each session, part of the evaluation of the tender? In other words do the potential tenders have to include CVs of the proposed note-taker at the proposal stage or this person can be proposed after contract signature, during implementation, and this will not affect the technical evaluation for the award of the contract.	28/10/2015 As noted in Section 4.4.3 (Selection criteria) '...The following documents must be provided by the tenderer(s) as an evidence of the educational and professional qualifications: Tenderers must enclose a CV of all personnel to be involved directly in performing the contract (including those working for any subcontractors) indicating educational and professional qualifications and experience in areas relevant to the subject of this tender...' CVs may not be proposed after the signature of the contract.

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14	27/10/2015 11:11	28/10/2015 15:12	Conference kits	<p>1. Could you please confirm the maximum number of pages to be included in the conference kits? Can we assume 300 pages as indicated under Task 1.1 plus 5 pages for the agenda as indicated in a previous Q&A?</p> <p>2. Can all documents be printed in black and white or are colour copies expected? Prices differ enormously</p> <p>3. The ToRs invite the contractor to make a proposal for additional promotional material. Can you please clarify whether this is a proposal for material to be provided by Eurostat or whether the additional material must be budgeted for?</p>	<p>28/10/2015</p> <p>No more than 305 printed pages would be included in each conference kit, of which a maximum of 30 pages would be printed in colour. Additional promotional material should be budgeted for by the contractor.</p>
15	29/10/2015 15:50	30/10/2015 16:48	Catering	<p>According to our experience, the selected conference venue works with their own catering service and external catering services are not allowed. Could you please confirm whether this is the case or not?</p>	<p>30/10/2015</p> <p>We confirm that the selected conference venue works with their own catering service.</p>

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