

Call for tenders' details

Title: Organisation of EU–third country B2B, C2C and C2B-centred events at the occasion of major international fairs inside and outside the EU.

Start date: 15/04/2016

Time limit for receipt of tenders: 31/05/2016

Contracting authority: European Innovation Council and Small and Medium-sized

EnterprisesExecutive Agency (EISMEA)

Status: Closed

Call for tenders question list

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
1	19/04/2016 12:17	26/04/2016 17:46	Consortiums - documents required	<p>What documents are required for all of the consortium entities - are they:</p> <ul style="list-style-type: none"> - Declaration of honour - Legal Entity form - Statement of turnover - Power of attorney <p>Is there any other document that needs to be completed by every consortium member? Is it necessary to submit a statement of turnover for the whole consortium or does every element submit an individual statement of turnover?</p> <p>In terms of the signatures, can digital signatures be used? (Or scanned versions of original documents? This to avoid the international posting of original documents).</p> <p>In addition, as a company with branch offices, do we have to submit separate documents for the headquartes and branch office or can we submit one set for the company/group?</p> <p>Thank you</p>	<p>26/04/2016</p> <p>- Regarding the document to be submitted by the lead partner and/or by the other member of the consortium (partner in joint tender), please refer to relevant column in annex 8 and to the tender specifications.</p> <p>- Regarding the statement of turnover, as indicated in annex 8, each member of the consortium should submit its individual statement.</p> <p>- Documents with e-signatures within the meaning of the Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures are acceptable. Scanned copies of original hand-written signed documents are not acceptable. Regarding the power of attorney, please also refer to the note **** in annex 8</p> <p>-The last question is not very clear to us. In general terms the documents must be submitted by the legal person participating in the call for tenders, whether this is the headquarters or the branch.</p>

Call for tenders questions summary

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2	27/04/2016 10:12	29/04/2016 14:54	Swiss legal entity participation	I would kindly like to ask whether a Swiss legal entity is eligible for participation in this tender?	29/04/2016 Tenderers from Switzerland as per the Tender Specifications are not eligible as leader and/or partner in a consortium. This does not apply to subcontractors.
3	27/04/2016 14:03	29/04/2016 14:55	Target Region	Are Russia and Turkey considered target region?? i.e. could we take in our partnership a fair organized in one of these countries?	29/04/2016 Turkey is target country region under the EU . Russia is not target country region, so no fair can be organised in Russia for this tender
4	22/04/2016 08:42	29/04/2016 17:29	Information on Tendering-Participation	Turkey is in the geographical scope. Besides, regarding the participation, participating countries are not defined clearly. In this case, can Turkey be a tenderer?	29/04/2016 As for the geographical scope Turkey is considered to be part of the EU in this tender (see footnote 1 in pg1 of the tender specifications). Therefore 1 of the 5 fairs that are to be organised within the EU territory could be organised in Turkey. Tenderers from Turkey as per the Tender Specifications are not eligible as leader and/or partner in a consortium.

Call for tenders questions summary

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5	03/05/2016 11:35	03/05/2016 16:01	Fairs in Dubai	Can the fairs in Dubai be considered as eligible, considering their regional impact in ENP Countries?	03/05/2016 Dubai is not eligible country for this call for tenders.
6	03/05/2016 14:53	03/05/2016 16:03	Number of matchmaking events	On page 10 of the Tender Specifications, it states: "The requested minimum number of matchmaking events (B2B, B2C and C2C) by fair is 500." Could you please clarify what constitutes an event?	03/05/2016 A matchmaking event is a bilateral encounter (programmed, dated and timed in advance) between two companies, two clusters, or between a company and a cluster .

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7	09/05/2016 09:36	13/05/2016 10:23	technical offer	According to the tender specifications and annex 8, technical offer is formed by annex 6, 3 and 2.2 . are there other documents to submit?	<p>13/05/2016</p> <p>The technical offer is a document that must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. The Contracting authority does not have any specific requirement for the format of the technical offer; tenderers are free to choose the most suitable format for their offer. Annex 6 is just a summary of the main elements that may have impact on the evaluation that the tenderer must fill in. It is only meant to guide the evaluation committee through the technical proposal. It must be used for this purpose only and not to describe the full technical offer.</p> <p>Apart from the technical offer, other documents mentioned in the question together with all other documents listed in annex 8 are the annexes to the offer.</p>

Call for tenders questions summary

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8	10/05/2016 12:42	13/05/2016 10:24	No of bids one can be involved in.	Is it possible for an organization to be part of two separate consortiums / bids for this tender (as a partner not a coordinator)?	13/05/2016 The Tender specifications do not prevent an economic operator to take part in more than one joint tender. However, please note that the contracting authority reserves the right to ask for clarification on the compliance by that economic operator during the procedure of the absence of conflict of interest and the confidentiality obligations in respect of each joint tender where it participates.
9	09/05/2016 12:54	13/05/2016 14:29	EU representation at fairs	On page 7 of the tender specifications the requirement is to have 35% EU participation at the events. Could you clarify if this refers to the exhibitors, attendees, or overall?	13/05/2016 The selected fairs must have: (b) strong and long-standing international business participation from outside the EU (minimum 35%)". This means that the selected fairs must have a minimum of 35% presence of NON EU businesses - or outside EU businesses (including clusters).
10	13/05/2016 10:49	18/05/2016 13:14	subcontractors	Is there any restriction on the subcontractors' region? (if they are non EU but one of the target regions)	18/05/2016 The tender specifications do not foresee any restriction on the subcontractors linked to their place of origin.

Call for tenders questions summary

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11	16/05/2016 15:08	18/05/2016 13:18	Annex 7 "Price and breakdown of costs" - one per partner?	Regarding the Annex 7 "Price and breakdown of costs", if we are going to apply as Lead contractor with 5 partners, do we need to compile one separate sheet for each partner? Or it is sufficient to submit one single table including all the staff costs and other costs divided per WP without specifying the allocation among partner?	18/05/2016 The annex 7 should be only one. The allocation per partner is not requested.
12	17/05/2016 16:43	18/05/2016 13:23	Provisional guarantee	For this stage, is necessary to submit also a provisional guarantee?	18/05/2016 No, tenderers are not requested to submit any provisional guarantee at this stage.
13	17/05/2016 17:25	20/05/2016 16:30	fairs selection	Tender specification at page 7 said: " When selecting the 12 fairs in and outside the EU, the sine qua non condition is the guaranteed presence at the fair of European and third country businesses and clusters representatives (figures and % are mentioned above, these figures will be based on the historic data of the participation on the selected fairs, at least during the last 5 years)". if for some of international fairs selected, these information are not available, this could represents reason of exclusion?	20/05/2016 As stated in the Tender specifications, the guaranteed presence at the fair of European and third country businesses and clusters representatives is a condition sine qua non for the fairs' selection. If the presence data is not available, then this condition sine qua non will not be met, the evaluators will not be able to verify it and therefore the offer will not be compliant with the requirements of the Tender specifications.

Call for tenders questions summary

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14	18/05/2016 11:49	20/05/2016 16:31	consortium	at page 6 of the tender specification says "The subject of this contract is to acquire the services of a legal entity or a consortium of EU Member States' national and/or regional organisations and/or Chambers of commerce involved in trade promotion, and European organisers of international fairs". This means that: 1) MUST the consortium be composed also by European organisers of international fairs? 2) if yes. we should include ALL of the European organisers of international fairs selected OR SOME of these ones?	20/05/2016 1) The Consortium may be composed of any of the organisations suggested, however, the inclusion of European organisers of international fairs would be necessary in view of the subject of the contract. 2) There are no limitations as to the number of European organisers of international fairs, it can be one or more.
15	18/05/2016 11:52	20/05/2016 16:32	% presence	Tender specification says : "figures and % are mentioned above, these figures will be based on the historic data of the participation on the selected fairs, at least during the last 5 years". some of fairs are biennials, we should produce figures about last 5 years OR about last 5 editions?	20/05/2016 The figures should be for the last 5 editions.
16	19/05/2016 16:38	20/05/2016 17:02	Consortium's legal entity participation	I would kindly like to ask whether a Romanian legal entity is eligible for participation in this tender?	20/05/2016 Yes. Romanian legal entities are eligible
17	19/05/2016 16:24	20/05/2016 17:02	Consortium's legal entity participation	I would kindly like to ask whether a Serb legal entity is eligible for participation in this tender?	20/05/2016 Yes. Serbian legal entities are eligible

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18	19/05/2016 16:23	20/05/2016 17:03	Consortium's legal entity participation	I would kindly like to ask whether a Romanian legal entity is eligible for participation in this tender?	20/05/2016 Yes. Romanian legal entities are eligible
19	23/05/2016 16:12	25/05/2016 16:43	Financial identification form	In the Tender specifications there is requested at the section "IDENTIFICATION OF THE TENDERER: LEGAL CAPACITY AND STATUS" Financial Identification form and supportive documents. Considering the fact that the Financial identification form is a document signed by both the Bank and by the account holder (Company), please confirm that it is enough to submit the Financial identification Form. If there are needed other documents, please exemplify the supporting evidence requested.	25/05/2016 As per the instruction in the form: It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory

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20	23/05/2016 16:13	25/05/2016 16:46	Financial Identification form	<p>In the Tender specifications there is requested at the section "IDENTIFICATION OF THE TENDERER: LEGAL CAPACITY AND STATUS" Financial Identification form</p> <p>Please confirm that it is accepted to submit a copy "according to the original" after the Financial Identification Form, considering it is a general document requested in submitting tenders and it is not issued separately for each procedure.</p>	<p>25/05/2016</p> <p>As specified in Section 3.3.1. of the tender specifications "A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that that there has been no change in its situation".</p>

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21	23/05/2016 16:13	25/05/2016 16:48	Legible copy or of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties	There is requested "For legal persons, a legible copy or of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced." Please confirm that there is accepted a copy after the EXAMINER CERTIFICATE issued by the NATIONAL COMMERCE REGISTER OFFICE under MINISTRY OF JUSTICE where is mentioned the Administrator`s name with signature rights.	25/05/2016 As a general principle the "EXAMINER CERTIFICATE issued by the NATIONAL COMMERCE REGISTER OFFICE under MINISTRY OF JUSTICE where is mentioned the Administrator`s name with signature rights" should be enough. Should any further clarifications be needed, the Evaluation Committee would contact the tenderer to request it
22	23/05/2016 16:11	25/05/2016 16:50	Legal Entity Form and supporting evidence	In the Tender specifications there is requested at the section "IDENTIFICATION OF THE TENDERER: LEGAL CAPACITY AND STATUS": Signed Legal Entity Form and supporting evidence. Please confirm it is enough to present as supportive document a copy "according to the original" after the unique registration certificate of the company. If not, please exemplify the supporting evidence requested.	25/05/2016 As per the instruction in the form: 'PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)'.

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