

## Call for tenders' details

Title: Supporting the internationalisation of EU tourism operators, the promotion of trans-European tourist products and the organisation of B2B matchmaking during international fairs.

Start date: 29/04/2016

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

Contracting authority: Executive Agency for Small and Medium Sized Enterprises (EASME)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	05/05/2016 15:45	11/05/2016 10:25	Participation fees	<p>Dear Sir/Madam,</p> <p>Regarding the participation of operators in the B2B matchmaking events, may I ask whether there is a possibility to charge each delegate for a participation fee or if their attendance needs to be completely free of charge for all events.</p> <p>Thank you.</p> <p>Kind regards, Ana</p>	<p><b>11/05/2016</b></p> <p>Regarding the participation of operators in the B2B matchmaking events, the attendance of business operators needs to be completely free of charge for all events.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
2	11/05/2016 15:17	13/05/2016 10:19	CH legal entity participation	I would kindly like to ask whether a legal entity from CH is eligible for participation in this tender?	<b>13/05/2016</b> Tenderers from Switzerland are not eligible as leader and/or partner in a consortium. This does not apply to subcontractors.
3	13/05/2016 12:39	18/05/2016 13:17	Work Package 2 – B2B matchmaking	In regards with the first point of “Work Package 2 – B2B matchmaking”, is it possible to hold the “promotion event” after the B2B matchmaking in those cases where this would ensure higher participation to both? For instance, the B2B matchmaking taking place the day before the fair commences and the presentation of investment opportunities in Europe and its comparative advantages taking place during the fair in order to reach the highest number of non-European operators and potentially promote upcoming B2B matching events?	<b>18/05/2016</b> “Work Package 2 – B2B matchmaking” specifies that the contractor will have to organise “an event (1/2 day) at the Fair to introduce the B2B matchmaking meetings and presenting – mainly for non-European participants – investment opportunities in Europe ...”. In other words B2B and promotion must therefore take place on the Fair premises and the promotion event must take place before the B2B meetings and with an aim to promote the latter. Activities might also take place before the official opening if the Fair offers the possibility of pre-opening events. The tenderer will then have to demonstrate why this would bring better value for money.

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#	Submission date	Publication date	Question subject	Question	Answer
4	13/05/2016 17:16	20/05/2016 16:26	Language criteria	- In regards to the online website/portal (work package 1) for this project, will it need to be available in different languages? If so, may we know which ones?	<p><b>20/05/2016</b></p> <p>Please note that the contractor, within the context of WP1, will be asked to produce, among other things, tutorial materials and webinars that will feed the existing Tourism Business Portal and Virtual Tourism Observatory. These portals are owned by the Commission, targeting mainly European undertakings/operators and are currently developed only in English. Therefore the contractor will be asked to create the above said content in English.</p> <p>The contractor will also be asked to promote the B2B events. Footnote 16 states that: "The promotion of this Action and B2B events should be done via websites, networks, social media, web bannering and other communication tools in all the Member States in order to ensure a balanced geographical representation. Existing EU platforms like Enterprise Europe Network, ELAN -Europe-Latin America Business Network-, EBOs and Asia Coordination Platform must also be exploited for diffusion of this information".</p> <p>Therefore, it is up to the tenderer to identify the most effective communication tools and - taking into consideration the communication</p>

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					<p>consideration the communication tools and channels selected and the target of the communication activity – propose the language regime for the advertising.</p> <p>It is important to note that the specifications do not require to set up an online website/portal. However, this could be possible if the tenderer considers that it is useful for the project implementation. It is the onus of the tenderer to justify its decision and demonstrate its added value.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
5	13/05/2016 17:16	20/05/2016 16:26	Language criteria	- Regarding logistics for the B2B matchmaking events, should interpreting services be included in the budget?	<b>20/05/2016</b> We draw your attention to the fact that the tender specifications - Work Package 2 - state: "Covering the travel and local transfer (...) as well as organisational costs (such as renting of the venues, catering, interpretation if needed, registration, ad-hoc website, etc ...)". Interpretation costs can therefore be covered by this service contract. It remains a choice of the tenderer if to provide or not interpretation and in which languages. The tenderer must justify in its bid the choice made and demonstrate that it is the most effective / most efficient organisational solution.

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6	13/05/2016 17:16	20/05/2016 16:27	Language criteria	<p>- Regarding the B3 criteria for language quality check (page 25 of technical specifications), we understand the assigned team needs to have at least 2 members with B2 level skills in all languages of the international target markets. However, we would just like to clarify if it is necessary to have at least 2 team members speaking each language, or if we can have, for instance, 3 team members that in total have B2 language skills in all 5 languages.</p>	<p><b>20/05/2016</b> The call states that at least 2 members of the team should have "at least B2 level in the Common European Framework for Reference for Languages in the languages of the international target markets". This should be understood as: "for each language spoken in the 5 target markets there should be in the team at least 2 members having a B2 level knowledge of that language". There could therefore be 2 or more persons in the team satisfying this criterion because theoretically 1 member of the team may have a B2 level knowledge of all languages spoken in the 5 target markets.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
7	19/05/2016 16:34	20/05/2016 16:57	Consortium's legal entity participation	Regarding the participation in this tender, participating countries are not defined clearly. Please specify what are the countries eligible for participation in this tender.	<p><b>20/05/2016</b> Pursuant to Article 119(1) of the Financial Regulation "Participation in procurement procedures shall be open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement under the conditions laid down in that agreement." This includes all legal entities registered in the EU and all natural persons having their domicile in the EU. As regards the participation of third countries (i.e. countries outside the EU), the relevant international agreements in the field of public procurement granting them access to the procurement procedures of the Agency are:</p> <p>1)the Stabilisation and Association Agreements (SAA) granting access to FYROM, Albania, Montenegro, Serbia and Bosnia and Herzegovina 2)the EEA Agreement granting access to Iceland, Norway and Liechtenstein.</p>
8	19/05/2016 16:33	20/05/2016 17:01	Consortium's legal entity participation	I would kindly like to ask whether a Serb legal entity is eligible for participation in this tender?	<p><b>20/05/2016</b> Yes. Serbian legal entities are eligible</p>

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#	Submission date	Publication date	Question subject	Question	Answer
9	19/05/2016 16:32	20/05/2016 17:01	Consortium's legal entity participation	I would kindly like to ask whether a Romanian legal entity is eligible for participation in this tender?	<b>20/05/2016</b> Yes. Romanian legal entities are eligible
10	23/05/2016 16:07	25/05/2016 16:44	Financial Identification form and supportive documents	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.	<b>25/05/2016</b> 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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#	Submission date	Publication date	Question subject	Question	Answer
11	23/05/2016 16:08	25/05/2016 16:47	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><b>25/05/2016</b></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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#	Submission date	Publication date	Question subject	Question	Answer
12	23/05/2016 16:09	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	<p>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."</p> <p>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.</p>	<p><b>25/05/2016</b> 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</p>
13	23/05/2016 16:06	25/05/2016 16:50	Signed Legal Entity Form and supporting evidence	<p>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.</p>	<p><b>25/05/2016</b> 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.)'.</p>

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