

Call for tenders' details

Title: Implementation of the European Youth Event 2018.

Start date: 24/03/2017

Time limit for receipt of tenders: 02/05/2017

Contracting authority: European Parliament, DG Communication (COMM)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	03/04/2017 12:01	04/04/2017 09:22	Administrative Part - Section 1	In the document "Conditions for submitting a tender", page 4 "I- Administrative part", you present the different sections to be included in this part of the tender. Regarding "Section 1, entitled "Memorandum and articles of association - Consortiums"", does this section only apply if the offer is prepared by a consortium or does it also apply if the offer is prepared by a single tenderer?	04/04/2017 The section 1 should be only be filled if the tender is presented by a consortium.
2	05/04/2017 17:03	05/04/2017 17:08	Need more information regarding the tender of the EYE	It is possible to have more information regarding the tender, for example, to have the promotional documents of the last years ?	05/04/2017 What promotional documents are you referring to? Please specify.

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#	Submission date	Publication date	Question subject	Question	Answer
3	05/04/2017 17:22	05/04/2017 17:27	More information	I mean, promotional documents for the congress's people or a sell document of last years	05/04/2017 It is not very clear what you need. Not sure what you mean by "sell document" since this is a non-commercial event If you refer to the documents the contractor would have to publish (quoted in the technical specifications), most of them can be found on the event website (eye2016.eu). For instance, the programme - http://www.epgencms.europarl.europa.eu/cmsdata/upload/790e3b64-ed1-452a-be47-a692107e9d87/A5_EYEguide2016_EN.pdf
4	05/04/2017 19:04	06/04/2017 10:37	Accreditation - Average/Largest size of groups	Regarding the request to detail our approach to managing groups through accreditation, would you be able to specify the average size of groups as well as the size of the largest group? Thank you for your time and feedback.	06/04/2017 The average size of a group is 25-30. The largest group is made of 50 persons.

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#	Submission date	Publication date	Question subject	Question	Answer
5	05/04/2017 17:55	06/04/2017 10:44	Environment policy	<p>There seems to be a problem with the following link: http://www.epintranet.ep.parl.union.eu/files/live/sites/refin/files/shared/admin_live_finance/budget_public_markets/models_letters_specifications/annexes_emas/annexes_emas_note_word/politique_environ_en.doc</p> <p>Would it be possible to receive another link or the document as an updated annexe?</p> <p>Thank you for your time and feedback.</p>	<p>06/04/2017 Thank you for this comment. The environmental policy is now uploaded in the document library.</p>
6	06/04/2017 10:42	06/04/2017 10:47	How many CVs?	<p>For the selection criteria (technical and professional capacity), tenderers seem to provide at least 7 CVs for the 7 required experts.</p> <p>Under criterion 1 of the award criteria, we are requested "Documents to be provided in the tender should include at least: presentation of the proposed project team, CVs, timeline". It seems to imply that we should provide CVs for all the team is that correct?</p> <p>Thank you for your time and feedback.</p>	<p>06/04/2017 To pass the selection criteria, you need to provide 7 CVs. To score points under the award criteria, you need to provide CVs for the entire team.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
7	06/04/2017 10:22	06/04/2017 10:51	Project leader or coordinator?	In the technical specifications (annex I), there is a reference to "project coordinator". In the EYE 2018 specifications, there is a reference to a "project leader". Are they the same or separate team members?	06/04/2017 They are the same.
8	06/04/2017 10:28	06/04/2017 10:59	Work packages - How many?	<p>Could you please confirm the list of work packages:</p> <ol style="list-style-type: none"> 1. management of participants (crowd management) 2. indoor logistics, indoor and Agora/parvis signposting 3. opening and closing ceremonies 4. accreditation and welcome of participants 5. welcome and technical assistance of partners, contributors, organisers of activities 6. welcome and management of speakers 7. organisation of transport for participants, 8. management of volunteers, 9. management of security and safety. <p>Thank you for your time and feedback.</p>	06/04/2017 You are free to organise work in work packages as you see fit, as long as you cover all the tasks listed in Annex 1 - Technical specifications.

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#	Submission date	Publication date	Question subject	Question	Answer
9	06/04/2017 11:16	06/04/2017 11:45	Master of ceremony - Role?	In the technical specifications, it says that tenderers will have to "supply a master of ceremony who will coordinate the ceremonies". Are you referring to a facilitator/moderator who will be on stage introducing the speakers intervening in the closing and opening ceremonies?	06/04/2017 The master of ceremony will coordinate the ceremonies. For instance, he/she may draft a script for the ceremony, with input from the EYE Team, organise rehearsals, liaise with other Parliament services involved in the ceremony etc.
10	06/04/2017 11:15	06/04/2017 11:46	EYE Partners - Location?	Apart from the local partners (e.g. city/university of Strasbourg), would you say that most EYE partners (e.g. EU institutions, think-tanks, NGOs) are based in Brussels?	06/04/2017 Part of the EYE partners are based in Brussels. You can check the partners for the EYE2016 on www.eye2016.eu
11	06/04/2017 11:11	06/04/2017 11:46	Budget - Details to be provided by end of January 2018?	In the EYE 2018 specifications, it says "The implementation plan must be accompanied by a detailed budget to cost all of the work packages, activities and tasks outlined in the plan plus a timetable of deliverables. Deadline: end of January 2018." Is thus correct to infer that at the submission stage, tenderers provide aggregate figures for the 8 items listed in the price list and hat a further more detailed budget breakdown will be developed with the implementation plan?	06/04/2017 This is correct

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#	Submission date	Publication date	Question subject	Question	Answer
12	06/04/2017 11:08	06/04/2017 11:47	Budget - How detailed?	The price list in Annex IX requires that tenderers provided 8 aggregate figures for the 8 items listed (e.g. staff costs, accreditation and security, indoor logistics...). Is it correct that we should not provide details about each item but simply aggregate sub-totals?	06/04/2017 This is correct
13	06/04/2017 11:04	06/04/2017 11:48	Different vs mandatory steps?	In the EYE 2018 specifications, the award criterion 1 will evaluate the "organisation of staff/deployment of team members to perform the services for the different steps." Can you confirm that the "different steps" refer to the "mandatory steps" detailed as of page 4 of the technical specifications (Annex I)?	06/04/2017 The "different steps" refer to all the tasks performed during the implementation of the project - page 5-15 of Annex 1
14	06/04/2017 11:01	06/04/2017 11:48	Project leader/coordinator - based in Brussels or Strasbourg?	In the technical specifications (Annex I), it says that the Strasbourg "presence should include as a minimum: the project coordinator (...)" . Similarly, it says that "At least one member of the team should be based in Brussels for the duration of the project, to act as contact person for the EYE Project Team." Can you confirm that you expect to have the Project leader/coordinator based in Strasbourg and Assistant Project Leader or Liaison Officer based in Brussels to serve as contact person for the EYE Project Team?	06/04/2017 We confirm that the project coordinator/leader should be part of the Strasbourg team and that at least a contact person for the EYE Team should be based in Brussels.

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#	Submission date	Publication date	Question subject	Question	Answer
15	06/04/2017 10:11	06/04/2017 11:50	Team in Strasbourg - Filled positions or not?	On page 16 of the technical specifications (annex I), it is written that "Not all these positions must be filled already". At the same time, in the EYE 2018 specifications, it says that we need to provide the CVs of the team members listed in Annex I. Could you please clarify what you mean by "Not all these positions must be filled already."?	06/04/2017 During the evaluation of tenders, we need to see the CVs of the proposed team. However, not all the team members are required to start working from the very beginning of the project.
16	06/04/2017 13:06	07/04/2017 11:40	Social media campaign - Earmarked budget	In the technical specifications, it is said that "the amount envisaged for this campaign is approximately 20.000 EUR". Does this amount cover the whole campaign (human resources + media buying) or solely the purchasing of advertising space on Twitter and Facebook?	07/04/2017 The amount represents the purchasing of advertising space.
17	06/04/2017 13:00	07/04/2017 11:41	Social media competitions - How many nights?	In the technical specifications, it says "the contractor will be required to book and pay for the travel and accommodation costs of 10 winners". The event lasts 2 days on 25-26 May. Shall we assume that winners will stay a maximum of 3 nights in Strasbourg arriving on the eve of the EYE (24 May) and leaving on the day after the closing ceremony (27 May)? Thank you for your time and feedback.	07/04/2017 Two nights will be reimbursed for the winners of competitions.

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18	06/04/2017 12:55	07/04/2017 11:42	Reimbursement of expenses - How many beneficiaries?	In the technical specifications (Annex I), the contractor is requested to manage the the reimbursement of travel expenses incurred by the "speakers, moderators, artists and other guests which the EP decides to reimburse". Out of the 150 persons foreseen as speakers, moderators, artists and other guests, how many will see their travel expenses reimbursed?	07/04/2017 All speakers, moderators, artists and other guests may have their expenses reimbursed.
19	06/04/2017 12:37	07/04/2017 11:43	Support to participants - Local transport - Price estimate	In order to provide a correct price estimate for the local transport of participant as described in the technical specifications, we would need an estimate of the number of participants accommodate outside of Strasbourg during EYE. Would you be able to provide this estimate?	07/04/2017 We cannot foresee how many participants will book accommodation outside Strasbourg for the EYE2018. For the EYE2016 however, 40 buses were used.
20	06/04/2017 12:07	07/04/2017 11:44	Accreditation centre - Location?	According to our information, the space booked for the accreditation centre in 2016 (parc des expositions) has already been booked by another client organisation on 26-27 May 2018. Will be seeking to secure alternative locations for the accreditation centre or are you flexible on the exact dates of EYE 2018?	07/04/2017 The dates of the EYE2018 are not flexible.

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#	Submission date	Publication date	Question subject	Question	Answer
21	06/04/2017 10:19	07/04/2017 11:45	CVs - List of 7 experts?	<p>In the EYE 2018 specifications, you request that we provide details on 7 experts in the fields detailed in "Annex I" and "a list of the CVs of the team members cited in the points above."</p> <p>From Annex I, one could infer that the positions are the following:</p> <ul style="list-style-type: none"> - Project Leader - Financial Manager - The coordinator of the security work package, - The coordinator of the accreditation work package, - The coordinator of the crowd management work package, - The coordinator of the indoor logistics work package. - The speaker and partner coordinator." <p>Is that correct? Could you please confirm the list of 7 experts for which you expect tenderers to provide a CV?</p>	<p>07/04/2017</p> <p>This question was answered already in the answer given to another one of your questions - the one related to CVs of the whole team. Question6</p>
22	07/04/2017 13:54	12/04/2017 16:06	I - Administrative Part/ Section 2 & Section 3	<p>Referring to "Invitation to tender" p.4, in case of a consortium, could you please inform us if the requirements of sections 2 & 3 have to be submitted for each consortium member or just for the leader?</p>	<p>12/04/2017</p> <p>Please read carefully the specifications and in particular section 14. Selection Criteria, where all this is explained.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
23	13/04/2017 19:22	19/04/2017 13:16	Criterion 4 - Previous experience	<p>With regard to the tender in subject, we would like to submit the following question:</p> <p>Criterion 4: on page 13/14 of the specifications, it is stated that 15 points will be allocated to those tenderers with "at least 5 projects and 1 large-scale events, in which young people are not only target group, but are also involved in the creation and organisation of projects/events (for and with young people".</p> <p>In light of this award criterion, could you please specify the difference between project and event? Could the tenderer consider also those projects including also, but not only, the organisation of events and aiming at and involving young people?</p>	<p>19/04/2017</p> <p>A project is a series of activities aimed at bringing about clearly specified objectives within a defined time period and with a defined budget, which is specific to the project. An event could be a project, but not all projects are events.</p> <p>The tenderer can present projects where young people are the target public, but are also involved in the project creation and/or implementation (with and for young people).</p>
24	12/04/2017 17:48	19/04/2017 13:17	Work package "Social media", "ads campaign"	<p>In reference to the "Social media", "ads campaign" work package, could you please clarify if the Contractor should foresee specific human resources dedicated to this activity, next to the 20 000 euro allocated for the purchasing of advertising space?</p> <p>Thank you.</p>	<p>19/04/2017</p> <p>As stated in Annex 1, "The strategy for the campaign, the targeting links and the targeted profiles will be determined by the EP". The EP will also instruct the contractor regarding the advertising space to be purchased.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
25	12/04/2017 16:44	19/04/2017 13:17	Where to insert the CVs of the project team?	<p>Dear Sirs,</p> <p>Could you please clarify if the CVs of the project team must be included in the "I- Administrative part", section 3 "supporting documents relating to the selection criteria", or in "II- Technical part", section 1 "Technical documents", par. 3?</p> <p>Thank you.</p> <p>Regards.</p>	<p>19/04/2017</p> <p>CVs of the entire project team should be included in II - Technical part. However, please specify in the Administrative part, who are the 7 experts required to prove technical and professional capacity - specify their names and make reference to the section and page where their CVs are.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
26	12/04/2017 16:15	19/04/2017 13:18	"Strasbourg presence of the project team"	<p>Ae would like to have a clarification about the "Strasbourg presence" required at page 16 of Annex 1-Technical Specifications (par. 13).</p> <p>As a matter of fact, we are aware that you have stated that:</p> <p>1. At page 16 of the Technical specifications, it is required that the project coordinator, the coordinator of security work package, the coordinator of the accreditation work package, the coordinator of the crowd management work package, the coordinator of the indoor logistics work package will be in Strasbourg;</p> <p>2. In the answer to the request for clarification n. 15, you stated that "not all the team members are required to start working from the very beginning of the project".</p> <p>So, in light of these considerations, could you please further explain what you exactly mean by "Strasbourg presence" (pag. 16 Annex I-Technical Specifications)?</p> <p>Thank you for your time and feedback.</p> <p>Regards</p>	<p>19/04/2017</p> <p>The Strasbourg presence of the contractor will include at least the positions mentioned in Annex 1. However, as explained in the answer to question 15, not all of them are required to start working for the project (and therefore in Strasbourg) from the very beginning. It is for the tenderers to propose in their tender when each human resource starts to work for the project, in which capacity and for what amount of time (percentage of full time).</p>

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#	Submission date	Publication date	Question subject	Question	Answer
27	18/04/2017 17:16	19/04/2017 15:34	Visual identity for the event	We would like to ask for the following clarification: Is the design of the visual identity for the EYE2018 one of the tasks required to the Contractor? Thank you.	19/04/2017 No, it is not.

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#	Submission date	Publication date	Question subject	Question	Answer
28	13/04/2017 17:28	19/04/2017 15:34	TASKS and COMPOSITION OF THE TECHNICAL OFFER	<p>With regard to the tender in subject, we would like to submit the following questions:</p> <p>1) Accreditation centre: referring to question 20, could you kindly confirm that the space used for the accreditation in 2016 is not available? If so, is the contractor asked to identify, already at this tendering stage, an alternative space or will it be discussed after awarding?</p> <p>2) Accreditation centre: in the invitation to tender, page 5/9, the Contractor is asked to provide a detailed proposal for the accreditation centre, including, among others, transport and communication between the accreditation centre and the EP buildings. Could you kindly explain what you exactly mean for transport? Should the contractor organise shuttles?</p> <p>3) Provision of supplies and equipment in rooms: making reference to your past experience, could you kindly inform us about the items and related quantities that were needed during the event?</p>	<p>19/04/2017</p> <p>1) The EP cannot confirm if the space is available or not.</p> <p>2) The tenderers are invited to propose the means they consider best for transport and communication.</p> <p>3) Please find below a list of equipment used for the EYE2016. Please note that requirements for EYE2018 may be completely different.</p> <ul style="list-style-type: none"> - 75 flipcharts with markers and paper - 72 packs of extra flipchart paper - 72 packs of extra flipchart markers - 40 packs of white A4 paper - 5 packs of multi-coloured A4 paper - 150 post-it - 2000 pencils - 80 pens - system for control of speaking time - 2 video projectors + 2 adaptors - 1 sound system, 3 wireless mikes, 3 head-mounted mikes - 2 sound system, each with 1 wireless mike - 1 sound system, 2 wireless mikes - 1 sound system, 2 head-mounted mikes - 2 screens cinefold front projection + framework - 1 TV screen LCD 80" + support - 2 TV screens LCD 42" - 3 touchscreens LCD 27" - 1 pointer - 4 iPad locks

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#	Submission date	Publication date	Question subject	Question	Answer
					<ul style="list-style-type: none"> - 4 iPad locks - 4 iPhone mikes - 1 whiteboard 1.5x2m +150 magnets - 1 photo printer, 1000 sheets photo paper, 4 ink cartridges - 2 Canon Selphy photo printer, 200 sheets photo paper, 5 cartridges - 15 poufs - 1 BW printer and 1 colour printer - 4 PCs
29	11/04/2017 11:47	19/04/2017 15:35	WP for allocation, booking & overview of rooms and spaces inside the EP (page 7 of the technical specifications)	You are expecting a system functioning as a database of rooms (including pictures & videos of each room). Are these pictures and videos provided by the EP to the contractor or should we foresee organising a footage in each EP room ourselves ?	19/04/2017 We have a number of photos and videos from previous editions. More photos and videos may be requested from the contractor.

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#	Submission date	Publication date	Question subject	Question	Answer
30	06/04/2017 19:01	19/04/2017 15:36	Timeline vs planning?	<p>Under award criterion 1, the EYE 2018 specifications specify that tenderers need to provide a timeline for the allocation of "the human resources to the various tasks".</p> <p>Under award criterion 3, the EYE 2018 specifications specify that tenderers need to provide a "planning and chart showing different tasks".</p> <p>Could you please further explain the difference between the two documents? Aren't both a timeline giving details about the tasks through the project implementation? How detailed should the timeline and plan be given that the implementation plan will provide a more detailed timetable of deliverables after gathering information and further developing the work packages during six months?</p>	<p>19/04/2017</p> <p>The timeline shows where during the lifecycle of the project various human resources start working for the project and the percentage the resources work at any given time for the project. The planning and chart show the allocation of resources to tasks and work packages, and their role. The three could be combined in one document.</p>

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31	06/04/2017 18:33	19/04/2017 15:36	Technical part - Which structure?	<p>In the EYE 2018 conditions, on page 5, one can read "The order and numbering of the sections must be followed without fail." But there seems to be only one section proposed "technical documents". Then it lists 6 items. Are we suppose to follow the structure of those 6 items? Under item 2, it specifies "the contents of the technical bid meet the requirements set out in the award criteria as closely as possible". Since item 3 and 4 match criterion 1, items 5 and 6 match criterion 2 and items 1 and 2 match criterion 3, we would welcome which structure we should follow.</p> <p>Thank you for your time and clarification.</p>	<p>19/04/2017 The tender is organised in three parts, some of them with one or several sections. All sections and all parts must be covered. The items listed under section 1, part II should be easily identifiable in the tender. The award criteria specify content to be assessed and the supporting documents to be presented, not a structure or an order of documents.</p>
32	06/04/2017 17:37	19/04/2017 15:37	Regarding the value of the event	<p>On the tender it is noted the value of the event is 1 500 000 € excluding VAT, in this price is it integrated the organization of the YO? Which appears to be already organized by the EYF. If so, what would be the real value of the event ?</p>	<p>19/04/2017 The YO!Village is organised separately by the European Youth Forum and is not included in the value of the tender. Security agents and security organisation for the village are however part of this tender - please see Annex 1 for details.</p>

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33	07/04/2017 13:48	19/04/2017 15:38	I - Administrative Part/ Section 2 & Section 3 Declaration on Honour	Referring to "Invitation to tender" p.4, declaration on honour is mentioned in Section 2 and section 3. Could you please confirm that the declaration has to be submitted only once?	19/04/2017 Yes it needs to be submitted only once.

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34	13/04/2017 17:29	19/04/2017 15:42	TASKS AND COMPOSITION OF THE OFFER	<p>With regard to the tender in subject, we would like to submit the following questions:</p> <p>1) Registration of participants: before the event, which kind of system does the EP use for the registration of participants? Which kind of data are participants required to provide? How will these data be transferred to the Contractor and with which advance?</p> <p>2) Crowd management: which is the maximum capacity of EP buildings that must be observed at all times during the event?</p> <p>3) Local transport for participants: in 2016, approximately 40 buses were used each day, for a total of 3 days. Did the buses were used full-day each day?</p> <p>4) Security in the Youth Village: in the invitation to tender, page 6/9, the contractor is asked to provide a concept for security and access in the village. What do you exactly mean for access? Is the Contractor expected to provide the equipment needed for delimiting the area or will this task be implemented by Youth Forum? Is the Contractor asked to provide the technical equipment for</p>	<p>19/04/2017</p> <p>1) The EP is currently acquiring a ready-made registration system, to be later customised (to a certain extent) for the EYE2018. The participants are asked to provide data like: full name, citizenship, date of birth, country, full address, phone and mobile phone numbers, name of the group they are part of, quality (participant, group leader, secondary group leader) etc. The data that will be considered necessary for the contractor can be transferred any time upon request (please note that registration starts on 1 October 2017 and ends very close to the event itself), in the form of an Excel table.</p> <p>2) The maximum capacity of the LOW building (main building used for the event) is of approximately 4.000 persons.</p> <p>3) In 2016, 40 buses were rented for three full days.</p> <p>4) The contractor is not expected to provide equipment for delimiting the area. However, we cannot talk about a solid security concept without discussing access - what is the area and how it is delimited, who has access, when, where, under which conditions etc.</p> <p>The contractor will provide security agents (and a security manager) and technical support to the European</p>

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				<p>provide the technical equipment for security or only security agents?</p> <p>5) Award criteria and Technical Part: in order to match the Qualitative Criterion 4, the tenderer is asked to provide a list of relevant projects and events. Could you kindly explain in which of the six sections of the technical part, as described on page 5/9 of the Conditions, the tenderer should include the aforementioned list?</p>	<p>technical support to the European Youth Forum for the elaboration and submission of the security dossier. Therefore the contractor will not be a simple provider of services/agents to the Forum, but they will work in close cooperation with the Forum to elaborate a good security concept and plan.</p> <p>5) the list of projects should be provided in Part II, Section 1.</p>
35	21/04/2017 14:54	25/04/2017 16:01	Design and production of publications	<p>Dear Sirs,</p> <p>I would like to ask a clarification concerning the EYE Guide. Is the number of "1500 copies" - indicated on page 14 of the Technical Specifications- the final number of copies to be produced (thus including all the three languages, EN, FR, DE) or does it mean that 1500 copies for each language have to be produced?</p> <p>Thank you for your feedback.</p>	<p>25/04/2017</p> <p>1.500 is the total number to be produced, thus including all three languages.</p>