

## Call for tenders' details

Title: Logistic support for the ESARDA Symposium 2019

Start date: 03/11/2018

Time limit for receipt of tenders: 06/12/2018

Contracting authority: European Commission, Joint Research Centre - Ispra (JRC-IPR)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	06/11/2018 17:40	08/11/2018 10:08	Award criteria	In Annex 1 to the Services Contract – Part 1 Administrative annex, Section 2.5 – Award criteria, we understand that JRC will be applying the lowest price award method to evaluate offers. In addition to this method, could you please indicate if any other award criteria will be considered in regards to the technical offer?	<b>08/11/2018</b> We confirm that the contract will be awarded to the the tender that offers the lowest price, as indicated at point 2.5 of the Administrative annex (Annex I to the contract – Part 1). The technical offer will be assessed against the requirements of the Technical Specifications (Annex I to the contract – Part 2). As stated at point 3.3 of the Administrative annex, the technical offer must cover all aspects and tasks required in the Technical Specifications and provide all the information needed to assess the compliance with them.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	07/11/2018 10:49	12/11/2018 09:46	Tender documentation for the ESARDA Symposium 2019	The documents are published in English. Will they also be published in Italian?	<b>12/11/2018</b> The documents are in English. Upon request of an economic operator for the translation of one or more documents, the contracting authority will provide these documents in the requested language.
3	08/11/2018 22:22	12/11/2018 09:55	Maximum amount	Do you confirm that the maximum amount to be offered is € 250,000.00?	<b>12/11/2018</b> The amount indicated at point II.2.6 of the contract notice is an estimated value of the requested services and not a maximum amount. However, the contracting authority reminds the tenderers that the award criterion is the lowest price, as indicated at point 2.5 of the Administrative annex (Annex I to the contract – Part 1).

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4	08/11/2018 10:45	12/11/2018 10:04	EVIDENCE T1	<p>In Annex I, Part 1, Administrative Annex, Evidence T1, specifically with regard to the contracts, a), do we need to submit electronically the scanned and signed copy of the contracts as evidence T1 or can we simply draft and submit a table with all requested data/information (e.g., date of entry, date of termination, total contract amount, etc.)?</p> <p>b) do we need to submit the scanned copy of the invoice or can we simply submit the invoiced amount for each contract (VAT excluded)?</p>	<p><b>12/11/2018</b></p> <p>a) The tenderers must only submit a table with all data, as requested under Criterion T1, Evidence T1, taking into account the minimum level of capacity T1.</p> <p>b) The tenderers must only indicate the invoiced amount in the abovementioned table. Please note that the tenderers must also submit 3 (three) statements issued by different clients (from the abovementioned list). The statements must clearly state that the services have been provided in professional manner, satisfying the clients' expectations and must indicate the number of participants of the event.</p>
5	12/11/2018 11:12	16/11/2018 16:50	Technical offer	<p>With reference to the Technical offer, we would like to know if the technical offer is represented by a discursive document in which all the points in the technical annex are developed or it is just a matter of proving compliance with the requirements by supplying only the necessary documents (eg CV, etc.).</p>	<p><b>16/11/2018</b></p> <p>The technical offer must contain the methodology and the description of the proposed organisation for the event. See also point 3.3 of the Administrative annex. Please note that the CVs are requested under selection criterion T2.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
6	15/11/2018 11:52	19/11/2018 15:01	Service Contract pg.15 - Article II.5.3 Submission of e-documents via e-Prior	In order to take part in the tender, is it a requisite that the service provider 'tenderer' have an e-PRIOR communication platform/portal - to exchange electronic documents/invoices with the Contractor? Is it the contracting authority that will implement the system so that the service provider can use it to communicate?	<b>19/11/2018</b> As indicated in Article I.5.3 of the contract, "the contractor (or leader in the case of a joint tender) must send an invoice in paper format OR via e-PRIOR for payment of the balance due under the contract, ...". For more information on e-Prior, please refer to the following internet address: <a href="https://webgate.ec.europa.eu/fpfis/wikis/display/ePRIOR">https://webgate.ec.europa.eu/fpfis/wikis/display/ePRIOR</a>
7	14/11/2018 15:48	19/11/2018 16:40	ESARDA 2019	E' possibile avere la traduzione in Italiano di tutti i documenti presenti nella Libreria? Ad eccezione del Progetto di Contratto e della Dichiarazione sull'onore.	<b>19/11/2018</b> I documenti richiesti sono stati tradotti e caricati sul sito eTendering.
8	15/11/2018 16:21	19/11/2018 16:46	Service Contract pg.9 Exploitation of the results of the contract	Article I.10 of the contract - the clause about "Exploitation of the results" is not applicable to this contract. May we interpret that all of point II.13 is not to be considered both for the procedure about pre-existing rights, moral and image rights and the costs related and incurred?	<b>19/11/2018</b> Yes, we confirm that Article II.13 of the contract is "not applicable".

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#	Submission date	Publication date	Question subject	Question	Answer
9	12/11/2018 15:26	19/11/2018 16:55	Tender specifications - Part 2 – Technical specifications	B3 Photographer: What kind of photographs is required? (general photos, details, fittings). How should the photographs be delivered? On a USB key or printed?	<b>19/11/2018</b> The contractor will have to provide different types of photographs: photographs of the participants during the many events, of the location included details of the installation, etc. Furthermore, the photographer will have to take a group photograph. A print of this photograph must be delivered, framed, to each participant in 18x24 cm format.
10	12/11/2018 15:26	19/11/2018 17:02	Tender specifications - Part 2 - Technical specifications	D2.1 Printing of the conference documentation: Symposium programme: how many pages is the program composed and in what format? List of participants: what do you mean? Book of abstract (150 pages): will it be printed 300 copies or only one? In which format?	<b>19/11/2018</b> The Symposium programme is 10 pages in A4 format. The list of participants is a document in which the name of the participant, affiliation and email address are indicated. The Book of Abstract is 150 pages in A5 format. Each document (programme, participant list and book of abstracts) will have to be printed for each participant.

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#	Submission date	Publication date	Question subject	Question	Answer
11	06/11/2018 17:40	20/11/2018 08:38	Conference venue	In Annex 1 to the Services Contract – Part 2 Technical specifications, sub-section 2.2.3 – Category C: Services, you mention conference rooms pre-booked by the JRC staff at the Regina Palace hotel. Could you please confirm that 7 conference rooms are booked for the symposium and indicate which ones they are, for the plenary sessions and the breakout sessions?	<b>20/11/2018</b> Please refer to document "List of rooms booked at the Regina Palace" uploaded in the Document library.
12	12/11/2018 15:26	20/11/2018 08:42	Tender specifications - Part 2 - Technical specifications	D2.2 Description of the service: Will the posters be attached? For internal or external use?	<b>20/11/2018</b> The poster will be attached on a poster handle. They are for internal use in size A0.

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#	Submission date	Publication date	Question subject	Question	Answer
13	13/11/2018 15:22	20/11/2018 08:51	Technical specifications - Microphones and conference rooms	<p>In Annex I to the service contract, Part 2 - Technical specifications, sub-category C2, you mention the following technical equipment: "microphones - one clipped for the speaker, fixed microphones for the panel (5) and moderator (1) room; mobile microphones - 4 for the audience at the plenary room and 2 at the breakout rooms shall be available as well as corresponding loudspeakers".</p> <p>Can you please confirm whether: a) each of the 7 conference rooms must be equipped with 1 clipped microphone for the speaker, 5 fixed microphones for a panel and 1 fixed microphone for a moderator? or b) Should only the plenary conference room be equipped with 1 clipped microphone for the speaker, 5 fixed microphones for a panel and 1 fixed microphone for a moderator?</p> <p>Can you also please confirm that conference rooms are allocated as follows: 1 plenary conference room for 300 participants + 6 meeting rooms for breakout sessions?</p>	<p><b>20/11/2018</b> Option a) is right, each room must be equipped with above mentioned microphones. On Monday there are 5 meeting rooms, on Tuesday, Wednesday and Thursday, there are 4 meeting rooms (including the plenary), on Friday there is one meeting room (Please refer to the published document "List of rooms booked at the Regina Palace – Stresa").</p>

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#	Submission date	Publication date	Question subject	Question	Answer
14	13/11/2018 15:33	23/11/2018 13:01	Technical specifications - Posters	<p>In Annex I to the service contract, Part 2 - Technical specifications, sub-category C2, you mention "a backdrop in the plenary room and 3 poster holders shall be available". In D2.2, you mention the "professional designing and printing of posters of the symposium in A0". The number of units corresponding to this sub-category in Annex II - Financial offer is two (2).            Could you please confirm that tenderers are solely expected to design and produce the posters mentioned in D2.2 (i.e. two posters) and not the backdrop and posters mentioned in C2?</p>	<p><b>23/11/2018</b>            Posters mentioned in both Annex I to the service contract, Part 2 - Technical specifications, sub-category C2 and D2.2 are the same, i.e. designing and printing (D.2.2) 3 posters and having backdrop possibility and poster holders available to hang the poster for the event.            Therefore there are 3 posters to design and to print.            A updated version of Annex II of the contract will be published.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
15	15/11/2018 17:02	23/11/2018 13:08	Information about services	<p>1) What kind of laser printer shall you need? A4 or A3 format? B&amp;W or Colors?</p> <p>2) What size should the stage be?</p> <p>3) What kind of backdrop shall you need? Size? Customized?</p> <p>4) What do you mean for "microphone clipped for the speaker"?</p> <p>5) How many fixed microphones shall you need?</p> <p>6) What kind of conference bag shall you need? 24h? Backpack?</p> <p>7) For the digital recording of the presentations of day do you need a videographer to film the panel and to record it?</p> <p>8) Shall we provide the visa order to attend the event for all the participants including shipping for all?</p> <p>9) The printing of the conference documentation shall be 150 pages each participant? Front back or not?</p>	<p><b>23/11/2018</b></p> <p>1) One laser printer that can do A4 and A3 color.</p> <p>2) The stage must be big enough to accommodate 6 seats with table and presentation stand.</p> <p>3) About 6m x 1m customized.</p> <p>4) Microphones that can be attached to the clothes of the speaker (hand free) and allows movements of the speaker.</p> <p>5) Please refer to the Technical specifications.</p> <p>6) A 24h bag.</p> <p>7) Yes, we do.</p> <p>8) Only a part of the participants may need visa assistance. Shipping is not needed.</p> <p>9) Yes. The documentation must be printed double-sided.</p>

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16	19/11/2018 10:24	23/11/2018 13:11	Catering spaces - quotation	In regards to sub categories D1.1, D1.2 and D1.3 which are referring to the mid-day lunches and coffee breaks you are requesting that the services be organized in a "room located near the conference room", while for sub category D1.4 – welcome drink – you are requesting the hotel reception room. Can you please confirm that you will arrange for these catering spaces directly with the hotel and we do NOT need to quote the rental of these spaces in our financial proposal?	<b>23/11/2018</b> The spaces for the mid-day lunches and coffees are ALSO to be arranged by the tenderer with the hotel. JRC has only arranged the meeting rooms with the hotel.
17	22/11/2018 09:51	23/11/2018 13:13	Updated questions	1) What kind of laser printer shall you need? A4 or A3 format? B&W or Colors? 2) What kind of backdrop shall you need? Size? Customized? 3) What kind of conference bag shall you need? 24h? Backpack?	<b>23/11/2018</b> 1) One laser printer that can do A4 and A3 color. 2) About 6m x 1m customized. 3) A 24h bag.
18	22/11/2018 10:31	26/11/2018 15:01	Meeting venue	As per technical specifications, the conference rooms have pre-booked by the JRC. Could you please confirm that such costs will be covered by JRC directly and not have to be included in our financial offer?	<b>26/11/2018</b> We confirm that the conference rooms, as per the attached list, have been pre-booked by JRC and will be paid by JRC.

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#	Submission date	Publication date	Question subject	Question	Answer
19	27/11/2018 10:45	29/11/2018 14:56	Evidence that the person signing the documents is an authorised representative of the tender	In Annex 4, in the list of documents to be submitted, "evidence that the person signing the documents is an authorized representative of the tenderer" is required. Is it sufficient to attach a trade or professional register?	<b>29/11/2018</b> Yes, if it is clearly indicated in the trade or professional register that the person who signs the tender documents is a representative authorized of the tenderer.
20	27/11/2018 11:42	29/11/2018 15:01	AV and rooms	a) Should the digital recording on 14 May be provided in all of the rooms (Tiffany, Verdi, Azzurra) or just in the plenary room (Tiffany)? b) Could you confirm that room Verdi will be used as a single room and will not be divided into 3/4 rooms? c) Can you confirm that you do not need a slide centre?	<b>29/11/2018</b> a) The digital recording should be only provided in the Tiffany plenary room. b) Room Verdi will most probably be divided into 2 rooms. This will be confirmed in February 2019 c) Please explain what you mean by "slide center".
21	29/11/2018 09:54	30/11/2018 09:05	JRC-Ispra	Is there a cost related to the bus authorisation to access the JRC Ispra?	<b>30/11/2018</b> No, there is no cost related to the authorisation application procedure.
22	29/11/2018 16:14	30/11/2018 10:19	Annex 2 to Administrative Documents (Cover Letter) - Offer number	On annex 2 to the administrative annex - template of cover letter, you require the tenderer to provide an "offer no. [...] of [date]" under "reference" section. What should we write in this space?	<b>30/11/2018</b> You have to indicate the reference number and the date of your offer.