

Call for tenders' details

Title: Provision of hotel, restaurant and local transport services bookings for groups visiting the European Commission's Visitors' Centre in Brussels, PO/2019-02/B4

Start date: 15/02/2019

Time limit for receipt of tenders: 28/03/2019

Contracting authority: European Commission, DG Communication (COMM)

Status: Closed

Call for tenders question list

Call for tenders questions summary

| # | Submission date | Publication date | Question subject | Question | Answer |
|---|---------------------|---------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 15/02/2019 09:34 | 15/02/2019 11:36 | Extension of deadline | <p>Dear Sirs, Regarding the following rules: Article 152.2 of the rules of application (Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the Financial rules applicable to the general budget of the Union amended by Commission delegated Regulation (EU) 2015/2462 of 30 October 2015). It is written the following : 'In open procedures, the time limit for receipt of tenders shall be no less than 37 days from the date on which the contract notice is dispatched.'</p> <p>The present call for tenders was published on 15/02/2019, and the deadline of submission of tenders is 28/03/2019. This means it does not comply with the 37 days mentioned in the rules. Could you therefore please confirm the extension of the deadline of submission of tenders to respect the period of 37 days ?</p> <p>Thank you in advance for your reply.</p> | <p>15/02/2019</p> <p>Dear Madam, The time-limit for receipt of tenders is minimum 37 days counting from the day after dispatch of the contract notice to the Publications Office. As the contract notice was dispatched to the Publications Office on 8/02/2019, the number of days available for receipt of tenders is 47 calendar days. As of the date of publication of the contract notice (15/02/2019), there are 41 calendar days remaining before the deadline of 28/03/2019. Regards, COMM B4</p> |

Call for tenders questions summary

| # | Submission date | Publication date | Question subject | Question | Answer |
|---|---------------------|---------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | 18/02/2019 12:24 | 18/02/2019 13:47 | Financial offer - Annex 3 | Regarding price table for hotels, could you please indicate if the average price will be calculated on the 4 first 5-star hotels presented ? Could you please indicate if the average price will be calculated on the 7 first 4-star hotels presented ? Could you please indicate if the average price will be calculated on the 7 first 3-star hotels presented ? | 18/02/2019 Dear Madam, Paragraph 2.1.1.a) of the Tender Specifications state the following: 'A choice of at least four 5-star hotels, seven 4-star hotels and seven 3-star hotels is required for the purpose of evaluation and comparison of financial offers. Additional hotels may be included but will not be taken into consideration for comparison of financial offers.' |
| 3 | 18/02/2019 13:36 | 18/02/2019 13:58 | Question concerning language | Good Day, Would you accept only offer in english or we can do it in french as well? As a french company, our official document are in French (insurance, Kbis...) Would be ok for you please? Regards, | 18/02/2019 Dear Madam, Offers can be submitted in all official EU languages therefore French is acceptable. Regards, |

Call for tenders questions summary

| # | Submission date | Publication date | Question subject | Question | Answer |
|---|---------------------|---------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | 18/02/2019 15:06 | 18/02/2019 15:28 | Provision Hotel & Restaurant | Dear Madam, Sir, How many person would you have by group & hotel? Do you have an annexe for dates booking, may you indicate the period of of your need please or give us visit planning please? Would you allow avance payment on proposal and balance days 60? When would you take a decision of this tender? Thank you in advance for clarification. | 18/02/2019 Dear Madam, As stated in the tender specifications : 'Group sizes range from 15 to 60 participants, with an average of 25 participants per group.'. Annex 3 to the draft Framework Contrat is an example of our booking form. Bookings are requested as and when applications for visiting groups are accepted. This is a continuous process. Payment arrangements with individual service providers do not concern the Commission. The contractor's invoice for services provided for one particular month will be paid within 30 days after acceptance of the invoice by the Commission. The award decision will be taken before 1 May 2019. |
| 5 | 18/02/2019 12:17 | 19/02/2019 12:02 | 2.1.1 - Description of tasks | On page 4 of the Tender Specifications, there is an example of hotel cancellation policy. Where should this information be presented ? Should it be presented in the technical offer or in the financial offer ? Thank you. | 19/02/2019 Dear Madam, The hotel cancellation policy should be included in the technical offer. |

Call for tenders questions summary

| # | Submission date | Publication date | Question subject | Question | Answer |
|---|---------------------|---------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | 11/03/2019 14:08 | 12/03/2019 13:34 | Financial offer | Regarding Financial table for hotels, there is 10 lines for 5-star hotels, 10 lines for 4-star hotels and 10 lines for 3-star hotels. Shall we assume that the maximum number of hotels to be presented is 30 ? If more, where should we indicate them as the sheet is locked ? The same question applies for restaurants (max. 20 lines) and transport (max. 3 tables) | 12/03/2019 The tender specifications state: "A choice of at least four 5-star hotels, seven 4-star hotels and seven 3-star hotels is required for the purpose of evaluation and comparison of financial offers. Additional hotels may be included but will not be taken into consideration for comparison of financial offers." You may list any other offers for hotels, restaurants and transport services separately however these will not be taken into consideration for comparison of financial offers. |
| 7 | 11/03/2019 14:03 | 12/03/2019 13:37 | Financial offer - Annex 3 | Dear Sirs, in the Financial table on Annex 3, it is not possible to complete any cells regarding restaurants, and only cells in column H can be completed for transport. Could you please send an updated Financial table where we can complete all the required cells ? Thank you in advance. | 12/03/2019 A corrected version of Annex 3 - Financial Offer has been uploaded to the document library. We apologise for the inconvenience caused. |

Call for tenders questions summary

| # | Submission date | Publication date | Question subject | Question | Answer |
|----|---------------------|---------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 | 12/03/2019 14:58 | 12/03/2019 16:36 | Technical and Professional capacity | Regarding criterion 1, it is written that we have to demonstrate previous experience during the past 3 years (2015-2016-2017). Could you please confirm we have to demonstrate experience during 2015-2016-2017 ? Or should we demonstrate experience during the past 3 years, i.e. 2017-2018-2019 ? | 12/03/2019 The tender specifications were initially drafted during the course of 2018 hence the reference to 2015-2017. As the call was published in 2019, the experience for the 3 preceding years should be 2016-2017-2018. |
| 9 | 18/03/2019 16:03 | 21/03/2019 10:04 | Financial offer - Annex 3 | Dear Sirs, please note that in the updated version of the Financial table on Annex 3, it is still not possible to complete any cells regarding restaurants. Could you please send another updated Financial table where we can complete all the required cells ? Thank you in advance. | 21/03/2019 Another version of Annex 3 to Tender Specifications (CORRECTED 21.03.19) has been added to the document library. All relevant fields are now unprotected. |
| 10 | 19/03/2019 14:19 | 21/03/2019 10:07 | Financial offer - HOTELS | Dear Sir, Madam, in the HOTELS section in the Financial table, the columns D and F are not large enough. As a result, the total does not appear, instead the sign '#' appears. Could you please correct the table and send us an updated version ? | 21/03/2019 Columns D and F have space for 10 characters. This is more than enough to complete with prices. |

Call for tenders questions summary

| # | Submission date | Publication date | Question subject | Question | Answer |
|----|---------------------|---------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | 19/03/2019 14:17 | 21/03/2019 11:17 | Financial offer | We do not understand answer to question 6. It is stated that 'at least four 5-star hotels, seven 4-star hotels and seven 3-star hotels is required for the purpose of evaluation and comparison of financial offers. Additional hotels may be included but will not be taken into consideration for comparison of financial offers.' However, we noticed that if we encode more, the formula in cells H4, H16 and H28 vary. We assume it is a mistake as the formula should not change even if we encode more than the minimum. Could you please send us a new version of the Financial offer ? | 21/03/2019 It is not possible to change the formula at this point. The price comparison will be made as specified in the Tender Specifications. |

Generated on the 18/04/2024 09:38:53 - Generation time 6 ms