

Call for tenders' details

Title: Multiple Framework Contract for the Organisation and management of events for the European Committee of the Regions

Start date: 07/05/2019

Time limit for receipt of tenders: 17/06/2019

Contracting authority: European Committee of the Regions

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	13/05/2019 19:19	16/05/2019 14:54	The numbering of articles of the FWC and the reference to the FWC in the Technical Specifications (annex 1)	Dear Sirs, I noticed some discrepancies in the numbering of paragraphs and articles of the FWC (annex B). For example, the Technical Specifications refer on several instances to Article I.5.3 which nowhere to be found. The FWC itself (Special Conditions) starts with Article I.3, followed by I.1, then 1.12, etc. The same goes for the General conditions - they start with II.4, then II.1, II.6-12 and then again II.1 (IPR). Your clarifications on this point will be highly appreciated.	16/05/2019 Please be informed that a new corrected version of the "Framework Services Contract "(Annex B to the invitation to tender) has been published.

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#	Submission date	Publication date	Question subject	Question	Answer
2	17/05/2019 16:07	20/05/2019 15:50	Technical and professional capacity evidence	<p>Page 19 of the Specifications reads 'As evidence, tenderers shall provide a statement as to average annual manpower and the number of managerial staff during the past three years, including a detailed list of their permanent and occasional staff in the different categories of personnel who will provide the services for this tender – Account Manager, Project Managers, Event Coordinators – and a list of their technical operators, together with a description of their qualifications and their ability to express themselves in English or French (CEFR level: minimum C1), namely for relations with the services of the CoR.'</p> <p>Could you please indicate which of the following options is correct for questions 1) and 2)? The tenderer should submit 1) the statement of average annual manpower and the number of managerial staff during the past three years a) should only specify the average of staff employed over the 3 years, or b) should specify the number of staff employed in each one of the 3 years; 2) the detailed list of the permanent and occasional staff in the categories Account Manager,</p>	<p>20/05/2019</p> <p>The following options are correct: The tenderer should submit 1) the statement of average annual manpower and the number of managerial staff during the past three years: b) should specify the number of staff employed in each one of the 3 years 2) the detailed list of the permanent and occasional staff in the categories Account Manager, Project Manager and Event Coordinators, as well as the list of technical operators: a) should be the list of staff assigned to this contract</p>

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				the categories Account Manager, Project Manager and Event Coordinators, as well as the list of technical operators a) should be the list of staff assigned to this contract; b) should be the complete the list of staff employed by the tenderer even if not assigned to this contract	

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#	Submission date	Publication date	Question subject	Question	Answer
3	17/05/2019 16:15	20/05/2019 15:55	Technical and professional capacity	<p>Page 19 of the Specifications reads 'The tenderer shall provide a description of the technical equipment and measures employed to ensure the quality of supplies and services, and a description of the firm's study and research facilities specifically linked to the performance of the contract (see list of services described in point 2.1 of Annex 1 – Technical specifications).' Could you please confirm if our understanding is correct: When describing the study and research facilities linked to the performance of the contract a) the tenderer should only refer to the services described in point 2.1 of Annex 1, i.e. 'Research and identification of speakers, moderators experts and researchers', 'Research and identification of target audiences' and 'Research and identification of journalists' b) the tenderer should NOT refer to research and identification of other profiles or resources needed at local level</p>	<p>20/05/2019 Your understanding is correct.</p>

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4	28/05/2019 13:47	29/05/2019 12:09	Case study - Approach	On page 5 of Annex 4 Case Study, it is said that "There is no need to specify the approach for the 14 items in the list of services. Only the six parts specified in the above paragraph are required." Could you please clarify what the 6 parts refer to specifically? Thank you.	29/05/2019 The paragraph "There is no need to specify the approach for the 14 items in the list of services. Only the six parts specified in the above paragraph are required" is actually a mistake and should not be taken into account. The contractor should base its proposal on the five bullet points indicated on pages 4 and 5: • "Description of the project management approach and work distribution (indicative length: 3-4 pages);" • "Description of the specific approach for the 14 items listed above (indicative length: 0.5 page per item);" • "Description of the environmental approach (indicative length: 0.5-1 page): tenderers are asked to describe the environmental measures they will take, linked to the tasks described in the case study. Specific proposals for actions to minimise the environmental impact are also expected;" • "Timetable/roadmap, indicating deadlines for deliverables (indicative length: 2 pages);" • "Price table with estimates for the 14 items, specifying for each item what products and services would be delivered and in what quantity. The price estimates shall be inclusive of all costs including (although the following list is not exhaustive) expenses such as management costs, overheads,

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					as management costs, overheads, secretariat or any other expenses associated with the services/products requested. This budget shall be based exclusively on the prices given in the financial tender form (Annex 5)."
5	28/05/2019 13:52	29/05/2019 12:11	Case study - Event	Could you please give us indications as to when the hypothetical event would take place?	29/05/2019 Indicative timing for this hypothetical event would be the first half of the year (i.e. between January and June). The case study is an hypothetical scenario, so the timing mentioned above should be considered as an indication only.

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#	Submission date	Publication date	Question subject	Question	Answer
6	30/05/2019 14:51	03/06/2019 14:54	Content of the Technical Offer	Could you kindly confirm that, for the technical offer, the tenderer should develop only the case study and that, therefore, the evaluation criteria refer only to the simulation and not to the overall management of the project?	03/06/2019 As indicated in the Tender Specifications, the quality assessment shall be based on a simulation/case study that has been drawn up (see Annex 4). Tenderers shall describe the approach they propose to use in order to achieve the objective described in the simulation/case study. The approach proposed will be assessed in the light of the quality award criteria set out under Points A, B, C and D listed on pages 21 and 22 of the Tender Specifications. You are therefore correct that, for the technical offer, the tenderer should develop only the case study, and that the evaluation criteria refer only to the simulation.

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#	Submission date	Publication date	Question subject	Question	Answer
7	30/05/2019 14:51	03/06/2019 14:57	Simulation - proposals for three moderators	Among the 14 services foreseen by the hypothetical scenario of the simulation, item 12 refers to the “the proposals for three moderators; contractual arrangements with the moderators (plenary opening session and three parallel workshops on the first day, and another three workshops and the plenary closing session on the second day)”. Could you kindly confirm if the tenderer has to propose only three moderators or three moderators for each session of the event (plenary opening session; three workshops; three workshops; closing session)?	03/06/2019 We foresee three moderators in total for the Summit. The tenderer may propose additional moderators if it considers it relevant to the successful organization of the event.
8	30/05/2019 14:52	03/06/2019 15:10	Simulation - working spaces	Under point 1 of the services to be provided for, the specifications mention the “working spaces for 15 staff members, CoR members and journalists (around 100 over the two days)”. Could you kindly confirm if the number 100 refers to the number of journalists or to the overall number of 15 staff members, CoR members and journalists?	03/06/2019 The number 100 refers to the number of journalists.

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9	30/05/2019 14:53	03/06/2019 15:11	Simulation - technical facilities for the 15 working spaces	Under point 2 of the services to be provided for, the specifications mention the "technical facilities for a media corner and for the 15 working spaces". Could you kindly confirm that the 15 working spaces are those envisaged for the 15 staff members?	03/06/2019 The 15 working spaces are indeed envisaged for the 15 staff members, but they could also be used by CoR members and journalists.
10	30/05/2019 17:15	03/06/2019 15:17	Simulation - Catering Services	Could you kindly confirm what tenderers should foreseen for the event catering services?	03/06/2019 It is up to each tenderer to propose relevant catering services to cover the Summit.
11	31/05/2019 10:19	03/06/2019 16:23	Contract Manager and Account Manager	Page 11 of Annex A mentions that each contractor shall appoint a contract manager, who shall be the contact person for the CoR on all matters. Page 18 of the Annex A mentions that the team should include, at least, one Account Manager, two Project Managers and two Event Coordinators. No mention is made to the Contract Manager. Could you therefore kindly confirm if the Contract Manager is the Account Manager or if the two profiles are different?	03/06/2019 The Contract Manager and the Account Manager can be considered as the same person.

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#	Submission date	Publication date	Question subject	Question	Answer
12	30/05/2019 14:52	03/06/2019 17:21	Simulation - Specific approach for the 14 items	On page 4 of the briefing document concerning the simulation, it is stated that the the proposal must include "Description of the specific approach for the 14 items listed above (indicative length: 0.5 page per item)". On page 5 of the briefing document concerning the simulation, it is stated that the "there is no need to specify the approach for the 14 items in the list of services". Could you kindly clarify if the technical proposal must include the specific approach for the 14 items listed in the hypothetical scenario?	03/06/2019 Please see reply to Question4
13	03/06/2019 12:09	03/06/2019 17:25	Simulation	On page 5 of the "Annex 4 to the Tender Specifications: Case Study", it is stated that "only the six parts specified in the above paragraph are required". Since the points the proposal must be composed of and listed in the document are five and not six, could you kindly confirm that "six parts" is a typo? If not, could you kindly confirm what the "six parts" refer to?	03/06/2019 Please see reply to Question4

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#	Submission date	Publication date	Question subject	Question	Answer
14	02/06/2019 16:51	04/06/2019 11:29	Annex 5 to the Tender Specifications: Financial Tender Form	According to the Tender Specifications: 'The financial proposal presentation form contained in Annex 5 must be completed in full and should not be altered in any way. Any incomplete or amended proposal will be excluded from the evaluation procedure.' However, in the Financial tender form price can be set per hour, per half day or per day ALTERNATIVELY. And the Column I or Column II respectively reflects the subtotal. Is this understanding correct?	04/06/2019 As indicated in the Tender Specifications, the tenderer shall provide prices per unit, including all expenses and charges, for each product/service/deliverable or performance as listed in financial tender form in Annex 5. Therefore, the price must be set per hour, half day and day. All cells should be completed. As indicated in the Tender Specifications, Column I corresponds to the services that are most used by the CoR, and Column II corresponds to the services that are used to a lesser extent by the CoR. For each column, only the blank cells (and all blank cells) should be completed. The tenderer should not enter anything in the cells highlighted in grey. There will be a total for Column I, composed of all the sub-totals of Column I. Prices in Column I will be allocated 28 points. Similarly, there will be a total for Column II, composed of all the sub-totals of Column II. Prices in Column II will be allocated 2 points.

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#	Submission date	Publication date	Question subject	Question	Answer
15	30/05/2019 14:54	04/06/2019 11:30	Simulation - onsite staffing	Under page 13, it is stated that the tenderer is requested to propose an estimate for appropriate on-site staffing. Could you kindly clarify what you mean for onsite staffing?	04/06/2019 On-site staffing means the human resources necessary to ensure a successful organization of the event on-site during the Summit. For the thematic exhibition, the CoR will be responsible for coordinating the content of project presentations and providing staff to manage the presentations. The tenderers are requested to propose an own estimation of an appropriate on-site staffing to support all the other items of the Summit.
16	03/06/2019 16:48	04/06/2019 15:22	Selection criteria	Point 14.2.3 a), 'As evidence, they will provide a list of four relevant services [...] showing as clearly as possible their capacity to provide the services mentioned in Point 2 of the Technical Specifications (Annex 1).' Point 2 of Annex 1 relates to 'Services to speakers, moderators, experts, researchers, participants and journalists.' Do you confirm that the list of relevant services must prove our capacity to provide that type of services only?	04/06/2019 Please disregard the reference to 'Point 2'. The tenderers are expected to provide a list of four relevant services related to all services mentioned in the Technical Specifications (Annex 1), and not just to Point 2 ('Services to speakers, moderators, experts, researchers, participants and journalists').

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17	06/06/2019 18:30	11/06/2019 12:09	Annex 4 to the Tender Specifications: Case study	On page 5 of the briefing document concerning the simulation, it is stated that: "The page length mentioned after each item is indicative. Descriptions longer than this indication will not be rejected. Supporting material (visuals, draft planning tables, graph, etc.) may be added if relevant." Could you kindly clarify if we can add annexes, as excel table to the proposal?	11/06/2019 Annexes, such as Excel tables, can be added to the proposal.
18	06/06/2019 18:29	11/06/2019 12:11	Annex 4 to the Tender Specifications: Case study	On page 5 of the briefing document concerning the simulation, it is stated that: "The page length mentioned after each item is indicative. Descriptions longer than this indication will not be rejected. Supporting material (visuals, draft planning tables, graph, etc.) may be added if relevant." Could you kindly clarify which is the maximum length of the description to be rejected?	11/06/2019 There is no specific maximum length, as long as the description is relevant to the case study.

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19	06/06/2019 18:27	11/06/2019 12:12	Annex 1 to the Tender Specifications - Technical Specifications	Could you please clarify if we need to provide a CV for all the position required in Annex 1 To the tender specification and that we only need to provide the CV for the position required in the paragraph "14.2.3 b" in the Tender Specification?	11/06/2019 The tenderer should provide a CV for all the profiles listed in paragraph 14.2.3.b of the Tender Specifications ("detailed list of their permanent and occasional staff in the different categories of personnel who will provide the services for this tender – Account Manager, Project Managers, Event Coordinators – and a list of their technical operators."). The profiles presented should cover the services listed in Annex 1 to the Tender Specifications.
20	06/06/2019 16:53	11/06/2019 12:13	Financial tender form	Line 129 of the financial tender form reads '1' instead of the name of a media company. Could you please indicate whether we should ignore the line or replace the '1' with a media company name that you would give? Thank you.	11/06/2019 There is a typo in the Financial Tender Form (Annex 5). Line 129 should read "Euractiv" instead of 1. The "1" should thus be replaced by "Euractiv".

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