

### Clarification Note #3

EUSPA internal reference: 263467

Procurement procedure: GSA/OP/24/20

**Question #26:** Do we understand correctly that if a subcontractor comes out as the most competitive at tendering phase, we are absolved from organising a competition at sub-contractor level for each individual service contract, and can proceed with the subcontractor identified as most suitable during tendering phase (aiming to reach 20% of each individual service contract as per the tender specifications)? Or is it indeed necessary to set up a competition for each individual service contract within the larger framework contract?

**Answer #26:** Without prejudice to the provisions of the tender specifications for the cases where the tenderer did not manage to complete the competitive tendering during the tendering phase, the tenderers shall calculate and present the percentage of competitive tendering in their tender (section 3.2.7.2 tender specifications). The calculation is to be made on the basis of the simulation exercises.

**Question #27:** Tender Specification, 3.1.6.1.1 – do we understand right, we shall create new design only (not text)? If text too, could you please provide us some kind of creative brief?

**Answer #27:** Yes, the tenderer is requested to create a new design only.

**Question #28:** Tender Specification, 3.1.6.1.1 – as EUSPA corporate design is not yet available, are we supposed to follow interinstitutional style guide and EUSPA logo? Please confirm.

**Answer #28:** the new corporate design is available here:  
<https://www.euspa.europa.eu/about/euspa-identity>

**Question #29:** Tender Specification, 3.1.6.1.2 – could you please allow us better understanding of planned aims of a new competition “EU Space boosting entrepreneurship”? What is the background of the competition, its focus, target audience, key message, winning prizes, mandatory parts, expected outputs, deadlines?

**Answer #29:** Please refer to Q&A n. 18 in the clarification note 2.

**Question #30:** In section 3.2.7.2 of the tender specifications it states that “ ... subcontracting shall be done at the level of each individual specific contract ...”. Further to Q&A 7, are tenderers expected to propose subcontracting at a minimum share of 20% also for each of the scenarios?

**Answer #30:** Please refer to Q&A n. 26 above.

**Question #31: For Lot 3, Scenario 3, tenderers are expected to draft a news item. Are we correct in assuming that this can be included in the annex of Scenario 3?**

**Answer #31:** Yes, tenderers are expected to draft a news item (see section 3.1.6.3.3. of the tender specifications).

**Question #32: In “Annex I.B. - Template Declaration of Honour”, on the last page for the selection criteria, the sections of the tender specifications referenced under (a), (b), (c), (d) are incorrect. Will you provide a revised version of Annex I.B?**

**Answer #32:** Please refer to Corrigendum 2.

**Question #33: Further to Q&A 1, we understand that the samples mentioned in page 26 of the Tender Specifications under LOT 3 (i.e. a website in Drupal, a landing page, a social media campaign, a mobile app and a written interview) should be provided as evidence in the relevant simulation exercise. Seeing that not all aforementioned samples are relevant for these simulation exercises, could please clarify what samples tenderers should include in what simulation exercise? And could you also please specify the format of these samples and whether these should be included in the Annexes of scenarios (outside of the page limit)?**

**Answer #33:** Yes, the samples can be outside the 5-page limit for LOT3, Scenario 3.

**Question #34: Further to Q&A 4, is our understanding correct that: a) the Lot-specific profiles shall be provided as part of the relevant simulation exercises and the detailed CVs in Europass format should be included in the Annexes of each simulation exercise (outside of the page limit)?; b) we can use additional profiles per simulation exercise if deemed necessary?**

**Answer #34:** For point (a): we confirm your understanding. For point (b): for the purposes of the simulation exercise, the tenderers should remain within the requested profiles, as listed under section 3.1.2 of the tender specifications.

**Question #35: Further to Q&A 8, is our understanding correct that for the Selection criterion T1 we should provide a list of projects that cumulatively cover all services specified per Lot, with the only minimum criterion of the “at least 3 years” reference period?**

**Answer #35:** Yes, the understanding is correct.

**Question #36: Further to Q&A 14, if tenderers choose to submit their tender on electronic media only, would they need to submit each of the three folders/envelopes on a separate medium, each in two copies, i.e. a total of six electronic media?**

**Answer #36:** According to the section 5.7 of the tender specifications, if the tender is submitted electronically, it shall contain 3 (three) CD-ROM, DVD or USB sticks with the full set of documents.

**Question #37:** The tender specification describes that 1 company can only attend 1 lot of the Tender. Our agency has a sister company; is it possible and acceptable that this sister company attends in another lot of this Tender?

**Answer #37:** Each economic operator is allowed to participate in 1 lot only. "Economic operator" shall be understood as "natural or legal person". With regard to the question, if sister companies are two separate legal persons they shall be considered separate economic operators.

**Question #38: LOT 2:** Is it possible to prepare the budget with additional project positions than just those specified in the tender? (director, continuity person, sound master, lighting specialist...)

**Answer #38:** Please refer to the Q&A n. 34.

**Question #39: LOT 2:** should travel expenses (for video services in other European countries) be part of the proposal? It is not easy to predict the travel costs for next 4 years.

**Answer #39:** Yes, the travel expenses should be part of the proposal and reflected in the Annex I.F. Please note that according to the section 5.6.3.2 of the tender specifications, the provisions for travel expenses are laid down in the framework contract (Annex II to the Invitation to Tender).

**Question #40: LOT2 – scenario 1:**

1. what are the obligatory information that must be part of the video?
2. Is it possible to use already existing animations that GSA/EUSPA already produced as part of videos?
3. Where will the conference (subject of the video) take place?
4. Who are the main speakers?
5. Will there be an accompanying program as part of the conference?
6. What will the main topics of the conference be?
7. What should be the main message of the video?
8. Who is the target audience of spectators of this video?
9. What communication platforms will this video be used for? What is the primary platform?
10. Are the recuts of this video for different communication platforms a part of the proposal (budget)?
11. What is the difference between intro/outro plates and entry/exit animations?
12. Is there a videobank that could be used for purposes of videomaking?
13. The berolls of the interviews can be taken from videobank or need to be made for this specific purpose?
14. Until when since the conference do you expect the video to be on air?
15. Will the "presentations" of speaker be available in digital form? (powerpoint...)

**16. Is the graphic design of the conference video part of the proposal, or will it be provided by EUSPA?**

**Answer #40:**

1. This is for the tenderer to propose.

**2 to 10.** Tenderers are not asked to produce a video as such. The first paragraph of the section 3.1.6.2.1 (*“the service provider is asked to produce three 30-second talking head video”*) provides only the context for the simulation exercise.

**11.** Intro/outro plates are at the beginning and end of the video, entry/exit animations mark the transitions inside the frames of the video.

**12 to 16:** Tenderers are not asked to produce a video as such. The first paragraph of the section 3.1.6.2.1 (*“the service provider is asked to produce three 30-second talking head video”*) provides only the context for the simulation exercise.

**Question #41: LOT2 – scenario 2:**

1. What amount of work do you expect by “optimizing the visual and audio quality”? what form will the documents have?
2. Production of interviews in Prague – will they take part in one occasion or each separately?
3. For the corporate video, is it possible to use the rolls from paid videobanks or do you expect all materials to be made for the purpose of this video particularly? Is this a suitable reference (technical level) of the corporate video?  
<https://www.youtube.com/watch?v=1rxTxeceCOs>
4. How long are usually the events that take place in other European countries? (number of days)
5. What form to these events in other European locations have?

**Answer #41:**

1. We assume we have received 10 videos from 10 projects, which have recorded material using mobile phones or non-professional devices, the videos should be optimized so that they can be used as part of larger videos/ stories.

2. Yes, in one occasion.

3. For the corporate video, the tenderer needs to specify how they intend to acquire the footage, in case of paid videobanks, this would fall under “reimbursable”, it is up to the tendered to come up with the right balance of original shooting and footage from the videobanks.

4. Every year, we usually have a couple of very large European events that last 2-3 days, the rest of the events is a day job.

5. The largest event the Agency organises is [euspaceweek.eu](https://www.youtube.com/watch?v=PODB_UoeKf0&t=33s)  
[https://www.youtube.com/watch?v=PODB\\_UoeKf0&t=33s](https://www.youtube.com/watch?v=PODB_UoeKf0&t=33s) <https://www.youtube.com/watch?v=Y-mQ2PMq1do>. Events run both hybrid and on site.



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