

### **Clarification Note #3**

Internal reference: 265155

**Procurement procedure: EUSPA/OP/22/20**

**Question #5: Should the technical proposal be composed only of three different technical offers for three case scenarios following the award criteria on pages 24-25/38 or should it also include a methodological proposal to be presented in a separate document?**

**Answer #5:** The technical part shall indeed include an offer for each of the 3 scenarios. Methodology to implement each scenario should be included considering that it is one of the award criteria.

**Question #6: Are interpretation services required, considering the official language of the three events to be described in all case scenarios will be English?**

**Answer #6:** As provided in the Scenario 1 description (see p. 14 of Tender Specifications), interpretation between the hosting country language and English is expected for 1 day.

**Question #7: With regard to the financial offers linked to the case scenarios and related reimbursable costs, should the tenderers quote the reimbursable costs which are not included in the Financial table of answers (Annex I.F), e.g. for catering?**

**Answer #7:** Costs not included in the Financial table of answers will not be considered for the financial evaluation of the tenders. Please note that as provided in Section 3.4.2.1 of the Tender Specifications, omissions or additions with regard to the original format of Annex I.F may lead to exclusion from the tender procedure.

**Question #8: Should the tenderers submit the CVs for all profiles listed in the table on pages 10-11/38 or only the CVs of the profiles involved to perform the tasks required for each one of the case studies?**

**Answer #8:** CVs for all the indicated profiles should be provided, and it should be clearly provided which profiles will be included in each of the case studies.

**Question #9:** Is it envisaged that the contract manager (page 11/38) is the Project Director an additional profile? In the second case, how should this profile be quoted in Annex I.F?

**Answer #9:** It is for the tenderer to define if the project director is also the contract manager. EUSPA is asking for a point of contact for managing the contract and for a project director to implement the work. In case of larger projects, a project coordinator may be envisaged. As specified on page 11/38, the project coordinator and contract management can be the same person. The unit price for the contract manager, independent of a project director, is not foreseen.

**Question #10:** For Case Study 1, what is the theme of the conference? Should the tenderers base it on EU Space Week?

**Answer #10:** The large event can be any large event answering to the context as explained in Section 2.2.1 of the Tender Specifications. The reference to euspaceweek.eu has been given as an example of a large event. The proposals may be based on euspaceweek.eu. The tenderers should keep in mind that the tenders will be evaluated against the award criteria as described in Section 3.4 of Tender Specifications, namely methodology, project management and creativity.

**Question #11:** For Case Study 1, is it necessary to provide an evening program? If so, what are the conditions? Should this be organized in the event venue or outside?

**Answer #11:** Section 2.2.1.2 of the Tender specifications are referring to opening and networking event at the end of D1 only. The opening should be held for all the participants (1000-2000 as specified in the Tender Specifications). The choice of venue is left to the tenderers.

**Question #12:** For Case study 1, moderation is required for at least 5 different sessions. Is a moderator or a facilitator required? Are these 5 sessions at one time or in different blocks? What should the person moderate, provide?

**Answer #12:** As provided in Section 2.2.1.2 of Tender Specifications, the agency is requesting professional moderation for a least for 5 different sessions. Maximum 2 sessions can be moderated in parallel. Moderation will depend on the topic of the session. To ensure professional moderation, the moderators should for example have a specific knowledge of the Agency's activities.

**Question #13:** The tender specifications require the tenderer to provide accommodation for the participants and speakers. In Case Study 1, for how many people should the accommodation be provided?

**Answer #13:** The accommodation will be done as reimbursable and should not be quoted. No specific number has been specified in the scenario 1.

**Question #14:** Are there any relevant KPIs we should follow?

**Answer #14:** The KPIs should be proposed by the tenderer as part of each case study.

**Question #15:** For Case study 2, professional moderiation is to be provided for the plenaries. How many plenaries are envisaged?

**Answer #15:** As specified in the Section 2.2.2 of Tender Specifications, the event will have 2 plenaries (1h at the beginning + 2h at the end).

**Question #16:** How many participants should the tenderers expect for Case study 2? How many speakers are expected per each session? What does it mean that the event will be online live with part of hybridity?

**Answer #16:** It is an open online event. The tenderers can act on the assumption that not more than 5000 participants will join. The event should be able to accommodate at least 10 different speakers. The hybridity is envisaged in the sense that the case should be an online event as specified but with the option of live gathering of some people (e.g. speakers).

**Question #17: For case study 2, should the virtual platform also act as the registration platform?**

**Answer #17:** There is no compulsory requirements on the platform, however it would be preferable if the platform is user friendly.

**Question #18 For case study 2, what is the estimated duration of the session?**

**Answer #18:** The time specifications are not essential for the implementation of the scenario 2 but it is envisaged that at least 6h of sessions should be taking place during the day.

**Question #19: For case study 2, a 1h plenary is envisaged as the beginning and a 2h plenary as concluding. Does this mean that one hour will be the 'start' of the whole event and 2h will be the closing of the whole event?**

**Answer #19:** As provided in Section 2.2.2 of Tender Specifications, the event will start with a 1 hour plenary and will be concluded with a 2 hour plenary.

**Question #20: For case study 3, is it necessary to provide staff for the event?**

**Answer #20:** The tenderer shall be able to provide and build the stand and organize a workshop of 1h. Staff should be provided as needed to implement the service.

**Question #21: For case study 3, are any graphics available to help tenderers create a mock up? Is there a headline that should be communicated within the booth?**

**Answer #21:** Previous GSA aviation visuals are available on the EUSPA [website](#). The current aviation market tagline EUSPA uses is “high precision, low investment”. The tenderers are not bound by the EUSPA aviation related visuals and taglines provided; they can be evolved and changed.

**Question #22:** Should the tenderers fill out the Framework contract and submit it with their tenders or will this be done at a later stage?

**Answer #22:** The tenderers are not required to fill out the draft Framework contract. As provided in Section 1.3 of Tender Specification, the tenderers are required to accept all the terms and conditions, including those in the draft contract.

**Question #23:** For case study 3 the Tenderers shall account for transport distance Prague-EU city, which shall be 2.000 km. Is this an approximated distance, since the travel distance may vary depending on the means of transport (air travel, road travel, etc.)?

**Answer #23:** The tenderer shall take 2000 km as an approximate distance as calculated by road travel. The travel is considered as a reimbursable.

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