

Clarification Note #4

Internal reference: 265529

Procurement procedure: EUSPA/OP/22/20

Question #24: Could you please clarify lines 2.02 - 2.06 of the price list? In the description the unit of measure is M3 while for the costing M2 is indicated?

Answer #24: The stand size has to be understood in m2 and the price of measure has to be done by m2. Therefore, the section should be read as follows:

Stand with carpet <20m2

Stand with carpet >20m2

Stand without carpet <20m2

Stand without carpet >20m2

Question #25: Should the moderator be considered communication consultant for the purposes of the price list or should the moderators be included in the price as reimbursable costs?

Answer #25: The moderator should be included in the price as reimbursable cost.

Question #26: Could you please clarify what do you mean by project coordinator and project planner in-house?

Answer #26: The contractor is requested to provide EUSPA with the possibility to have in-house project coordinator, meaning staff located in the HQ.

Question #27: Could you please specify the difference with the line project coordinator/planner?

Answer #27: The coordinator should have an overview of all the events including big events (which could eventually gather several events). The project planner can take care of one particular event and should be more. If the event is small, the project planner can be the same as the project coordinator.

Question #28: Should the technical staff during working hours be different from the technical staff during weekends?

Answer #28: There is no need to have different technical staff during the working hours and during the weekend as long as the social rules of the country are respected and the quality of the services of the technical staff is similar.

Question #29: With regard to the items to be quoted in Annex I.F-02, can you please clarify the sizes of the banner, the kakemono and the sticker (for window or flat cover)?

Answer #29: The price of the items is to be provided by m2.

Question #30: As far as case study #1 is concerned, can you please clarify whether the selection of the theme of the four-day conference is part of the task to be performed or not? In case not, can you kindly indicate which is the specific theme of the conference?

Answer #30: 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 (see also clarification 3 question 10).

Question #31: As far as case study #2 is concerned, can you please indicate the target audience of the online event and how many participants are foreseen?

Answer #31: The tenderers can act on the assumption that not more than 5000 participants will join. (see also clarification 3 question 16).

Question #32: As far as case study #2 is concerned, we understand the event being an online event. However, in the Tender Specifications, it is stated to "Provide a virtual platform with the hybridity technical set-up, the renting, the set-up of the studios...". With this regard, the studio to be rented will serve only for technical set-up and general direction, or do you expect one/more speakers having speeches from there?

Answer #32: We expect to have indeed the possibility for the speakers to deliver their speech from the studio (see also clarification 3 question 16).

Question #33: As far as case study #3 is concerned, it is stated to “Provide participants with a package with bag, pen, notebook and an original supply to be proposed for 500 visitors”. Can you please clarify whether the 500 visitors are to be intended as the visitors of the EUSPA/EC’s stand or as the total number of participants to the larger aviation event?

Answer #33: The visitors are intended to come through the EUSPA/EC stand.

Question #34: Could you please confirm that some personnel CVs required can come from external suppliers (such as hostesses, security, photographer, etc) without having to add them as subcontractors?

Answer #34: Any natural/legal person acting as a separate economic operator that is proposed by the tenderer to perform part of the contract shall be considered as subcontractor

Question #35: Case study 3: Can you please clarify if tenderers have to consider the distance to the location of CS 3 of about 2000km by road or a virtual radius – circle of 2000km around Prague? Can you please clarify if we have to specifically work around a real event?

Answer #35: The tenderer shall take 2000 km as an approximate distance as calculated by road travel. The travel is considered as a reimbursable. (question 23 clarification 3)

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 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 10 clarification 3).

Question #36: As indicated in par. 3.1 Exclusion Criteria, the supporting evidence requested as part of the declaration of honour can be submitted by the successful tenderer upon notification of award in original version. Could you please clarify if as “original version” we should intend the paper version issued by the relevant authority? Could certified copies of original certificates be accepted?

Answer #36: Yes, original version should be considered the paper version issued by the relevant authority. Regarding the evidence related to the situations of exclusion, please refer to the section “evidence to be presented” in Annex I.B to the Tender Specifications (“[...]failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the Participant showing that those requirements are satisfied. For the situation described in point (a) and (b), recent certificates issued by the competent authorities of the country of establishment. Where

such types of certificates are not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.”).

Question #37: Par. 3.2 Selection criteria states “supporting evidence indicated in the column “to be evidenced by” do not have to be submitted with the tender. On the contrary, in par. 4.6.1, the legal entity form, the Annex I.E and the annual accounts, the evidence relating to selection criteria in section 3.2 are indicated as items to be included in the envelope 1, thus submitted with the proposal. Could you please clarify if the following items have to be submitted with the proposal: legal entity form, trade registry, Annex I.E and annual account? Could you please clarify which is the supporting evidence that can be submitted only by the successful tenderer? Is it only the evidence referring to exclusion criteria?

Answer #37: legal entity form, trade registry, Annex I.E and annual accounts should be submitted along with the tender. The evidence to be submitted by the successful tender refers to the evidence of the exclusion criteria.

Question #38: In case the group coordinator of a consortium alone fulfils the F1 criteria, is it necessary for the other consortium members to provide Annex I.E and annual accounts?

Answer #38: No, in this case the annex at issue does not need to be submitted by the other consortium members.

Question #39: Could you please confirm that each of the 3 envelopes should include only 1 original paper version and 1 electronic copy of the offer?

Answer #39: We confirm the understanding (see section 4.5 of the tender specifications).

Question #40: Can you please confirm that there is no template to be used for the cover letter?

Answer #40: Yes, we confirm the understanding.

Question #41: According to par. 4.6.1 Administrative file, in case of consortium a “letter signed by each member” should be included. Can you please confirm this would be considered as an annex to the cover letter?

Answer #41: This letter should be included in the administrative file, regardless the structure of the file (e.g. annex of the cover letter).

Question #42: Could you please clarify if the electronic copy of the documents to be submitted on CD should be intended as separate files for each of the items, or as a unique file?

Answer #42: The documents in the electronic copy should be identical to the files included in the original file, regardless of the structure (e.g. separate file / combined pdf).

Question #43: According to Annex I.G the “tenderer must not be in any partial or non-compliance with the minimum requirements in section 3.3.1 of the tender specifications. In the tender specifications it seems that section 3.3.1 is missing. Could you please clarify to which section we should refer to?

Answer #43: The minimum requirements are indeed included in 3.3 section.

Question #44: Could you please confirm that in case the tenderer complies with all the technical requirements, the table Annex I.G should be left empty and the statements should be simply signed and filled in the signature section?

Answer #44: As per the section 4.6.2 of the tender specifications, the technical proposal should include the annex I.G where the tenderer “ (i) confirm its full compliance and (ii) define its partial or non-compliance to the requirements and tasks described in this document and its technical annexes. Therefore, the annex should be submitted in either case. Please note that the Annex I.G in the tender documents is a template and thus tenderers can modify the table according to their compliance status.

Question #45: Envelope 3 Financial offer must include a signed and dated financial proposal comprising the financial proposal summary which should include a “statement of compliance to the financial requirements of this tender specifications and to annex I.F.” Can you please confirm there is no template provided for this statement of compliance? Can you please confirm that the financial requirements are these indicated in par. 3.2.2?

Answer #45: Yes, we confirm the understanding.

Question #46: According to paragraph 4.6.3.1 the financial offer shall be submitted in both pdf duly signed and excel formats. Can you please confirm that the scanned version of the Annex I.F signed in original by the legal representative of the tender will be accepted as duly signed pdf version?

Answer #46: Yes, we confirm the understanding.

Question #47: Referring to par. 4.7 submission, can you please confirm that in case both paper and electronic version will be submitted, only in 1 CD ROM (or USB stick) can be included, and thus the provision ‘use and include into the outer envelope, difference types of media (e.g. DVD and different types of USB sticks) in order to eliminate the risk of non-readable media and files’ can be disregarded?

Answer #47: Section 4.7 refers to the case where the tender will be submitted only electronically and not as indicated in section 4.5 of the tender specifications (i.e. 1 original and 1 copy in electronic

format). Therefore, this sentence cannot be disregarded when it comes to the submission as per section 4.7 (i.e. electronic submission only).

Question #48: Referring to par. 4.7 Submission, is the provision ‘create hashes of submitted files (in the form of algorithm MD-5, SHA-256 or higher) and insert them, preferably as paper printout into the outer envelope together with the media’ valid also if the offer is submitted both in paper and electronic formats?

Answer #48: No, section 4.7 refers only to the case of electronic submission only.

Question #49: Can you please confirm that the documents that need to be signed and included in the offer can be hand-signed in case a QES is not available?

Answer #49: Yes, we confirm the understanding.

Question #50: Could you please clarify if the documents to be signed by subcontractors and members of the consortium (other than group coordinator) could be accepted as scanned version of documents signed in original?

Answer #50: No, the documents should be either the originals or include QES signature as per section 4.7 of the tender specifications.

Question #51: Could you please clarify which information should be provided in Annex I.A as “description of statutory social security cover” for a company?

Answer #51: The information refers to the social security cover of the legal entity (i.e. name and registration number, if any).

Question #52: In case a group member of a consortium or a subcontractor do not fulfil individually the criteria 3.2.2 and 3.2.3, which are covered by the consortium, should they reply NO at point b and c of the Annex I.B, section 8 selection criteria?

Answer #52: Yes, we confirm the understanding.

Question #53: - Case study 2 – What is the main message of the promotional campaign which you want to communicate?

Answer #53: In case study 2, there is no promotional campaign as such requested in the service expectations. A communication strategy to promote the event is however expected based on the nature of the event ‘User related event’ with 12 different market segments.

Question #54: With regard to case study 1, it is stated "*Provide security guards, hostesses and interpreters for 1 day*". Could you kindly confirm that those services are required to be provided only for one day? If yes, is the day 2 (the plenary) the one you are referring to?

Answer #54: It is indeed specified in the service expectations that the Plenary will take place on D2, so most probably the security guards, hostesses and interpreters are to be planned for D2.

The day can be however changed as long as these services are planned for 1 day.

Question #55: With regard to paragraphs 2.1.3 and 2.1.5 of the Tender Specifications:

Could you kindly confirm that, when it is stated "The contractor shall present the contact point that will be responsible for managing the contract" you are referring to the Project Director?

Moreover, could you kindly confirm that when it is stated that "for each project, the Contractor shall appoint a Project Director with at least 5 years of experience [...]" you are referring to the Project Coordinator?

Answer #55: In relation to the first question, it is up to the tenderer to indicate the person who will manage the contract and such does not necessarily be the project director. Regarding the second question, we are referring to the Project Director profile.

Question #56: Case study 1 and 2 – tender specification say „Provide a communication strategy for the event“ – is it possible to get EUSPA’s overall communication strategy? So we can be in accordance with it?

Answer #56: The communication strategy to be provided in to be specific to the event, not to the Agency overall. The main messages related to the communication strategy of the agency are included the mission statement available in our website (<https://www.euspa.europa.eu/about/about-euspa>).

Question #57: I.E – USB keys – what capacity shall we price?

Answer #57: The USB key should be 16GB.

Question #58: I.E – price of several items (e.g. poster, sticker, mug) differs very much with the load, should we prepare prices for 1 item, or shall we inquire prices for certain amount of these gifts?

Answer #58: The cost for promotional items should be considered as if the quantity requested was 100.

Question #59: Regarding personnel costs - can you please specify an annual estimate of the number of days you will need each contractor team member? We are particularly interested in people who will be working on-site.

Answer #59: The price of staff shall not depend of the number of days of work. The same shall apply for the on-site staff. We evaluate however to at least 100 days of in-house contractor every year.

Question #60: How will the rental of the event space be charged? Will it be done directly between EUSPA and the venue owner/operator? Or should we be prepared to invoice it and EUSPA will reimburse us later?

Answer #60: As specified in 2.2, the rental of the space shall be set at 0 € for comparison purpose. The payment of the rental is not to be considered. Often, it has to be considered as a reimbursable expense.

Question #61: Quite often, the rental of audiovisual or other equipment is also included in the rental of the premises. How should we account in such a case?

Answer #61: The rental of audiovisual and equipment should be integrated in the case study.

Question #62: Can we add some more items to the Financial Form (Annex I.F Template Financial Tables of Answers)? If not, can we explain somewhere what additional services and goods we could offer to EUSPA as a part of the implementation of the framework agreement?

Answer #62: No, adding more items to the financial form is not possible. The tenderers should include additional explanation at the technical proposal / relevant scenario section.

Question #63: In reference to the Copy of Annex 1. Pricelist, would you be so kind as to clarify whether the quotations for 3. promotional items are referring to the items including the printing costs? If yes, is a 4-color printing required?

Answer #63: For case study 3, the promotional items need to be indeed in colour as the EUSPA logo at least needs to be visible.

For the promotional items in general, we are looking for items where we can have the EUSPA logo on, i.e. at least with two colours.

Question #64: With regard to the financial offer, could you please clarify:

1. **Line 2.26: Microphone.**
What type of microphone do you want? (wired, wireless, tie microphone, madonna...)
2. **Line 2.8: Podium.**
What size per unit? or price per m2?
3. **Line 3: General.**
Should the objects in 3.01 to 3.12 be branded? 1 colour or 4 colours?
4. **Line 3.02 : Notebook A5**
Q: How many pages ? Black and white or colour?
5. **CASE 3: Organisation of a workshop**
What level of equipment do you want for the room? (screen, projector...)?
6. **PERSONNEL: What do you mean by Helpesk personnel?**

Answer #64:

1. Tie microphone is usually what is being used.
2. Price by m2 is recommended.
3. The promotional items will need to include the logo of our Agency so at least 2 colours will be needed.
4. Notebook A5 should have a minimum of 100 pages. We will need to have the EUSPA logo on the notebooks at least meaning that colours are necessary on the cover. The inside of the notebook can be white.
5. The workshop to be organized will required at least to have the possibility to project a ppt on a screen and a microphone for the speaker to be heard.
6. For online event, the contractor shall ensure that helpdesk is available to ensure the smooth organization of the event.

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