



GSA/OP/37/15

Framework contract for Information and Communication services for the European GNSS Agency (GSA) and the European Commission (EC) – 2 lots

ANNEX II.F.1

FINANCIAL OFFER – LOT 1

Annex II.F.1 to Invitation to Tender- 'Financial offer – Lot 1'
Ref: GSA/OP/37/15
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1. GENERAL INFORMATION

1.1 Unit Prices / Specific Price Schedules

The rates quoted in the price schedules will be flat-rate amounts and will include all costs and expenditures (excluding reimbursable expenses) incurred directly and indirectly by the contractor, in the performance of the tasks which may be entrusted to him. If applicable for the type of the service provided, prices must include third-party liability and all compulsory insurance.

The tenderers must use the specific price schedule tables provided by the GSA (see Example 1, below) and must provide rates for all the items specified in the table provided for the Lot they intend to apply for:

Example 1: Specific price schedule table

Specific Price Schedule		
Description	Quantity	Unit price in €
1. Resource 1	/unit
2. Resource 2	/m2
3. Resource 3	/m3
4. Resource 4	/km
5. Resource 5	man-day ¹
6. Resource 6	man-hour
7. etc.		
TOTAL		

The presentation of the table must not be changed but the length of the table can be extended with other types of personnel or material costs further to the methodology developed by the tenderer for the scenarios (type of price unit quoted must be clearly specified).

The lists of unit prices are not exhaustive and, should the need arise, the GSA may ask the tenderer to provide similar or complementary services in order to implement the activities as provided for in point 2.2. of Annex II -Technical Specifications.

¹ 8 hours/day is considered a standard working day and should be used for calculation of quotes expressed in units/day.

1.2 Scenarios

For each of the scenarios, the tenderers must:

- Specify the approach they will take to provide the services required; including the names of any subcontractors and the envisaged supervision arrangements.
- Specify the timetable of work, with key dates and deadlines.
- Provide a cost estimate covering all human, technical, logistical resources that will be needed to perform the task. These resources should be specified in the 'description' column of the price schedule table (see Example 2, below):

Example 2: Scenario Cost Estimate Table

Description	Unit prices €	Quantity	Total
1. Resource 1			
2. Resource 2			
3. etc.			
<i>Total</i>			
Description	Reimbursable expenses €	Quantity	Total
1. Reimbursable expense 1			
2. Reimbursable expense 2			
3. etc.			
<i>Total</i>			
Scenario Grand Total:			

The presentation of the table cannot be changed, but the length can be extended to include all resources needed to provide services requested in the scenario.

Unit prices set out in Appendix I to Annex II.F.1 shall be used.

In case a resource needed to perform a task requested in a scenario is not listed in the specific price schedule table provided by the GSA (example 1 above), the tenderer should extend the relevant part of the table and add the missing item. In such a case they need to clearly indicate the unit price and type of unit (e.g. €/km, €/m², €/man-day, etc.).

Travel and subsistence expenses, costs associated with the purchase of rights to use photographs or other illustrations and costs for web domain and costing services (including by third parties) should be quoted on a lump sum basis. The cost of sending and/or storing equipment or unaccompanied luggage, transportation for purposes directly associated with tasks ordered by the GSA and rental of venues are reimbursable expenses and shall not be quoted.

It should be noted that all scenarios are based on fictive examples and **are intended only for the purpose of the technical evaluation of the offers**, as well as for estimating a total price per Lot and tender. Under no circumstances should they be regarded as an indication of the priorities and the exact nature of future operations.

1.3 Reminder

The financial offer must be completed in full and signed by a person able to engage the tenderer financially. Any incomplete tender will be excluded from the evaluation procedure

If, in relation to the tasks to be carried out, a tender appears to the evaluation committee to be abnormally low, the GSA has the right to request in writing details of the constituent elements of the tender which it considers relevant and shall verify those constituent elements, and has the right to reject such a tender on those grounds alone, should the tenderer fail to provide satisfactory explanations (Article 151 of the financial rules of application²).

2. UNIT PRICES

Prices must include third party liability and all compulsory insurance.

The price schedules shall be directly filled in on the Excel tables provided in Appendix I to Annex II.F.1.

3. SCENARIOS

Please note that in view of equal treatment of companies, in the scenarios and for the purpose of the evaluation: rental of venues will be set at € 0 (zero), there should be no contingency included in the proposal and distances for transportation are predefined in each scenario (if applicable).

3.1 Presence at an Aviation event in Madrid

3.1.1 Context

The GSA participates in the 'ATM World' air traffic management event on behalf of EGNOS. It is a three-day event. GSA would like to have a stand in the conference hall as well as organise ongoing presentations of EGNOS for aviation.

The GSA is looking for fresh and innovative ways to communicate.

3.1.2 The tenderer is expected to provide/organise

- Concept for arrangement of the available space (30m²) and a visual identity that allows for the most effective GSA presence at the event, taking into account the GSA objectives, the theme, activities and audience.
- Visual identity for the event, taking into account the EGNOS objectives for its presence at the fair, the theme, activities and audience.
- Necessary equipment plus hostess services.
- An initial electronic announcement on the basis of a list provided by GSA of 2.000 addresses and registration of 500 participants

² COMMISSION 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 as amended by Commission Delegated Regulation (EU) No 2015/2462 of 30 October 2015.



- A reception in the evening of the first day from 18.30 until 20.30 for 300 people, to be held in the exhibition space.
- The tenderer will have three months to organise this event.

Note: the tenderer should use its proposed flat rate for Madrid.

3.1.3 The tenderer's response will include the following tasks

Description	Unit prices €	Quantity	Total
<i>Total</i>			
	Flat rate €	Quantity	Total
<i>Travel cost</i>			
<i>All other expenses</i>			
<i>Total</i>			
<i>Scenario Grand Total</i>			

3.2 Small exhibition stand in Prague

3.2.1 Context

Organisation of a stand for a four-day exhibition (Thursday to Sunday) for the general public in Prague on raising public awareness on Galileo, EGNOS and work of the GSA.

- The exhibition opens to the public at 10.00 on Thursday and finishes at 18.00 on Sunday.
- GSA has a stand area of 20m² (floor space 4m x 5m, it is an open space without dividing walls between the neighbouring stands and there is no back wall). The stand should contain an information desk, 2 chairs, 2 document stands, 4 information panels and interactive information module containing: 1 PC, a 17" flat screen and an internet connection. The equipment should be of standard quality.
- GSA will provide graphic elements as well as text for the visual identity and for the panels.
- The management of the project includes a minimum of 1 meeting with the GSA services on GSA premises.

3.2.2 The tenderer is expected to provide/organise

- Stand design (standard quality)
- All necessary stand equipment (standard quality)
- Bi-lingual hostesses (English, Czech) to man the stand throughout the event. GSA will need to brief the hostesses prior to the event.
- The tenderer will have two months to prepare this exhibition.

Note: the tenderer should use its proposed 'flat rate' for Prague.

3.2.3 The tenderer's response will include the following tasks

Description	Unit prices €	Quantity	Total
<i>Total</i>			
Description	Flat rate €	Quantity	Total
<i>Travel cost</i>			
<i>All other expenses</i>			
<i>Total</i>			
Scenario Grand Total			

3.3 'European Space Solutions'

3.3.1 Context

- Organisation of a three-day conference (Tuesday to Thursday) in Brussels
- The conference will start at 14:00 on Monday and finish at 13:00 on Thursday.
- 1000 to 2000 participants are expected from Europe and around the world; the audience will be space service users and stakeholders (at national, regional and European level from the private and public sectors) around 1,300 persons are expected to be present each day.
- Around 38 sessions in the 4 meeting rooms with a capacity of at least 600 seats in 1 room and at least 120 seats in the 3 others.
- The management of the project includes a minimum of 3 meetings with the GSA service, at GSA premises or at the selected venue.

3.3.2 The tenderer is expected to provide/organise

- A concept for the available space, related to the theme, activities and audience.
- Design and production based on the event's visual identity, developed by another contractor, for the registration area, entrance hall, areas on the 1st and 2nd floors, including networking areas for participants.
- Management and coordination of Registration process, onsite support and assistance for participants and follow-up for the event.
- Concept for the professional, engaging and attractive execution of event panels and sessions.
- Provision of 66 stands (approx. 2m x 1m each) for an exhibition area, the design of which must be in line with the event's visual identity. All equipment and stands should be of standard quality.
- Promotional banners with the conference announcement.
- An on-site helpdesk for exhibitors: technical and informatics assistance to be available from the day of the stand set-up by the exhibitors (day 1 – 1) until the end of the conference
- Organisation of coffee breaks, lunches and the concept and organisation of one topical evening reception for participants
- The tenderer will have six months to organise this conference.

