



REQUEST FOR CLARIFICATIONS
Event Support Services - UfMS/iRP/0002/2014

In accordance with point 7 of the Instructions to Tenderers for the above-mentioned procedure, please find below the answers to the questions posed by the interested companies:

REQUEST FOR CLARIFICATIONS Nr. 1 (dated Tuesday 11/03/2014 11:04)

Question 1: On p15 of the Terms of reference, 5.3 Management Team, it is clearly indicated that FWC'r "should ensure organisational arrangements to assure their local availability in Barcelona on a regular basis and ad hoc within reasonable time". Considering some of the short-listed companies do not have premises in Barcelona, and that this requirement was not specified at the EoI stage, this gives a distinct advantage to companies based in Barcelona. Can you confirm that local availability is a requirement or whether alternative more environmentally friendly and effective solutions such as conference calls – in addition to some visits – could be envisaged?

Answer: The Service Contract Notice established that the subject of the contract is the organisation of the logistics of events within and outside the Barcelona area. In addition, in the location details it was specified the geographical scope to Barcelona /Spain - UfM Member States. Both the subject of the contract and the indicated location expressly referred to the Barcelona component of the contract.

The FWC'r is expected to assure its local availability in Barcelona on a regular basis and ad hoc within a reasonable time. Nonetheless, environmentally friendly alternatives and effective solutions such as conference calls – in addition to some visits – can be envisaged as an appropriate solution for the Local market capacity (BARCELONA). In any case, the FWC'r is required to provide a high level of performance within the Barcelona area, which will represent the major component of the FWC.

Question 2: Moreover, can you confirm that we do not have the flexibility to add subcontractors for the local coordination with the client at this stage of the procedure?

Answer: Sub-contracting (calling on any other legal entity than the Consortium members) of any aspect of the management and/or administration of the FWC is not authorised, except for the quality control and backstopping for individual assignments.

For this purpose, individual experts recruited for the project as key or non-key experts are not regarded as subcontractors (i.e. management team). Events coordinators working for the individual assignments are not considered as sub-contractors.

REQUEST FOR CLARIFICATIONS Nr. 2 (dated Wednesday 19/03/2014 11:44)

Question 3: as the Management Team has to comprise a minimum of 2 individuals, which is the profile expressly requested in addition to the Project Director: the Events Coordinator's supervisor or the Events Coordinator?



Answer: The Management team is composed by a minimum of two individuals, one of them being the Project Director and the other the Events Coordinator's supervisor.

Question 4: the maximum amount is referred to each specific assignment (event/conference) or to the total amount for the Framework Contract?

Answer: The maximum amount of EUR 20.000,00 (VAT not included) per concerned services, in accordance with the Terms of Reference, is referred to each specific assignment.

Question 5: In relation to the Case Study, annex III.4, we ask if we can include some other items (among the items listed in art.3 of the Terms of reference) even if not listed in the description of the requested services for the Case Study.

Answer: All services required by the Case Study must be included and listed.

Question 6: In relation to the case Study, Annex III.4, among the tasks requested, “Graphic design of the conference material and promotional material” could you please specify if this task is also referring to layout and decoration of the venue?

Answer: Graphic design of the conference material and promotional material” refers to the material to be distributed to the participants but also the design of the website and the decoration of the venue (roll-ups , backdrop, etc.).

Question 7: With reference to the Case Study, Annex III.4, “Contractor's tasks will include: Planning the conference, setting out the steps to be taken, the deployment of staff and costing”. As no financial detail should be added to the Case Study, the indication of the “costing activity” has to be considered as a specific activity that the contractor will be asked to carry out in case of realisation of the specific assignment? In this case it is not expected in the development of the test case a costing activity definition? Is it correct this interpretation?

Answer: In this case, the costing refers to the different control mechanisms put in place in order not to exceed the approved budget of the event.

Question 8: With reference to Case Study, Annex III.4: Organising a one day stakeholder conference in Barcelona, within the UfMS facilities, with the anticipated participation of 250 people with a maximum budget of €200.000. As no financial detail should be added to the Case Study, has the indication of the maximum budget for the conference to be considered a parameter for the technical description of specific services to be offered by the contractor? Otherwise it is expected that we provide a distribution of costs – maybe in percentage to the total amount– among different tasks?

Answer: The indication of the maximum budget for the conference is to be considered a parameter for the specific services to be offered by the contractor. The cost of the services offered should not exceed the maximum budget of the conference, but no distribution of cost should be provided.

Question 9: With reference to Case Study, Annex III.4: “Contractor’s tasks will include:Graphic design of the conference material and promotional material”. Is it requested only



the conception and realisation of the design for the conference material and promotional material or also the production of all the materials? It is expected to provide sample of graphic layouts for the conference materials? In this case it is expected to use a already defined format or can we create a new one?

Answer: The conception and realisation of the design for the conference material and promotional material as well as their production are expected. A sample of graphic layouts for the conference materials are recommended for evaluation. It does not have to follow a defined format but should integrate the UFM logo.

Question 10: Case Study, Annex III.4: Could you please provide us the following information regarding the Case Study: a. Is it an event open to the general public (upon registration)? b. Should we consider a time limit for the registration admissions, in order to limit the number of participants (250)?

Answer: The event is not open to the general public and will be upon invitation only. The list of participants will be provided by the UFM but suggestion of key interest groups may be accepted. A time limit should be indicated for the registration of admissions.

REQUEST FOR CLARIFICATIONS Nr. 3 (dated Thursday 20/03/2014 14:45)

Question 11: The specific experience in Barcelona of one member of the Management team is a specific requirement or will represent an asset in the evaluation of the proposed Management Team composition? The question arises as it is used the verb “should” while in the other listed characteristics of the Management team profiles the verb “must” is used (apart from the “knowledge of EU rules”).

Answer: As stated in the Terms of Reference, one member of the management team should also have a minimum of three years’ experience working in Barcelona. This requirement is not eliminatory but will be considered as an asset to the composition of the Management team.

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