



ANSWERS TO QUESTIONS

International restricted procedure: Communications and Visibility - UfMS/iRP/0001/2016

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 company:

REQUEST FOR CLARIFICATIONS Nr. 1 (dated Thursday, November 05 2015 17:00)

Question 1: Are we expected to provide a full list and CVs of experts in all areas covered by UfM? Furthermore, under point 6.2.4. from the Terms of Reference there is no concrete expertise / technical skills described for these experts, except the education level and professional experience not mentioning in what areas of expertise).

Answer: The list of the names and the CVs of the all contract managers to responsible for overseeing the implementation of assignments must be included in the tender. The expertise of the contract managers is specified in section 6.2.1 of the terms of reference.

REQUEST FOR CLARIFICATIONS Nr. 2 (dated Monday, November 09 2015 15:46)

Question 2: According to the "Instructions to tenderers", Annex III is the Technical offer, but here management team and case study are now included. Hence, would you be so kind to specify what has to be included in the 50 page limit?

Answer: The maximum length of the Annex III - Technical Offer + annexes, including the case study, is 50 pages. Annex IV - Management team is not included in this page limit.

Question 3: Could you please confirm that with (6) Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the invitation letter (See further point 2.4.11 of the PRAG). You refer to certificates of university degrees or similar for the key experts? Otherwise could you please let us know what this refers to?

Answer: The documentary evidence required in section 4.1.(6) will be checked to ensure that the tenderers fulfils the criteria. Tenderers should submit all the documents relating to the selection criteria listed in the invitation letter, namely professional capacity, financial and economic capacity and technical capacity.

REQUEST FOR CLARIFICATIONS Nr. 3 (dated Wednesday, November 11 2015 09:23)

Question 4: Could you please specify if the number of days per specific request will be allocated by the UfM or if it would be for the contractors to determine the number of days needed per profile on the basis of a budget defined by the UfM per each specific project?

Answer: The specific requests will contain all the information necessary to the awarded tenderers to submit an offer. The specific request will present the purpose and scope of the service to be



provided, the methods to be used, the standard against which performance is to be assessed or analyses are to be conducted, the resources and time allocated, and the reporting requirements.

REQUEST FOR CLARIFICATIONS Nr. 4 (dated Tuesday 01/12/2015 13:55)

Question 5: To the extent that it is known, can you please indicate your priority conferences and events for 2016?

Answer: The final UfMS events calendar 2016 has not been validated yet. Additionally, there is still some planning being made at the moment so we cannot disclose it at this stage.

Question 6: We've read the 24-page document labelled 'Terms of Reference' and the 8-page document labelled 'Strategy and Action Plan 2016' and, for the purpose of our proposal, can you please explain if our responsibilities will be focused exclusively on the 2016 Plan or if they would also include other elements that could be in the Terms of Reference document, but not specifically mentioned in the 2016 Plan.

Answer: The duration of the framework agreement is 3 years. The framework contract will be implemented by Requests for services. Even if not mentioned in the 2016 plan, providers should be ready to provide any of the services mentioned in the TORs at any stage of the 3 years.

Barcelona, 10 December 2015