



ANSWERS TO QUESTIONS

International restricted procedure: Event support services - UfMS/iRP/0002/2016

REQUEST FOR CLARIFICATIONS Nr. 1 (Tuesday 17/11/2015 17:10)

Question 1: Envelope 1-Technical Offer. 1 e) Duly authorized signature. We have this document in Spanish. Does it need to be in English?

Answer: According to the Section 4 of the Instruction to Tenders - the offers, all correspondence and documents related to the tender exchanged by the tenderer and the UfMS must be written in English. Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpretation of the tender, the language of the procedure will prevail.

Question 2: Envelope 1-Technical Offer. 3. Management Team. CV: when you say each CV must be confined to 3 pages that means that we should use the templates provided as Annex IV. Which is beneficiary country? Home country?

Answer: The maximum length of the CV for each contract managers is 3 pages. The tenderers shall use the provided template.

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The beneficiary countries are the UfM member countries.

Question 3: Envelope 1-Technical Offer. 6. Documentary proof or statements exclusion situations listed in section 2.3.3 of the PRAG. Who signs this statement? Atlantas' authorized representative?

Answer: This statement has to be signed by an authorized representative of the tenderer.

Question 4: Envelope 1-Technical Offer. 7. Documentary evidence according to the selection criteria specified in the letter of invitation. Which documents exactly do we need to include in order to proof documentary evidence in terms of Economic and financial capacity, professional capacity and technical capacity? Who needs to sign them?

Answer: According to the selection criteria specified in the invitation letter, the tenderer has to provide the following:

1) Financial and economic capacity: Balance sheets or extracts from balance sheets for the last two years (2013 and 2014) for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.

2) Professional capacity: a statement indicating the permanent staff and of these, those with experience in organizing events, as indicated in the application form submitted.



3) Technical capacity: Evidence that the tenderer has provided the services as requested in this application form. For such purposes, you can submit a statement from the entity which ordered the service, a copy of the contract, a proof of payment of interim/final invoices and/or any other document attesting the above-mentioned service/amount.

Question 5: Envelope 2 – Financial Offer. We understand that the global financial offer needs to include only flat rates and direct costs of additional event coordinator and management member if required. We cannot include any of the reimbursable costs since we do not know the services (moderators, hostesses, note taking, speakers, decoration, audiovisuals, event website, communication and visibility, conference kits, prints...) required in each case until we receive each Terms of Reference. Please confirm.

Answer: In the global financial offer the tenderer quotes are the following:

Maximum Unit Flat rates per participant:

- Group I - Category 1: simple logistical organisation
- Group I - Category 2: full logistical organisation for a conference
- Group I - Category 3: full logistical organisation for a conference with additional services
- Group II - Category 2: full logistical organisation for a conference
- Group II - Category 3: full logistical organisation for a conference with additional services
- Group III - Category 2: full logistical organisation for a conference
- Group III - Category 3: full logistical organisation for a conference with additional services

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Direct Costs

- Additional event coordinator
- Management team member

The fees cover all the Framework contractor's costs in order to manage the contract as well as the Framework contractor's commercial margin. It covers therefore inter alia the Management team and support staff costs, all administrative costs (offices, communications etc.) etc. but does not include the costs of the reimbursable items. The reimbursable items will be described in each specific ToRs

Question 6: When is the official UfMS events calendar 2016 published so that we can plan in advance the events?

Answer: The calendar of UfM events in 2016 will be communicated to the awarded companies.

Question 7: In order to be available the requested working ours Mondays to Fridays of every UfMS working day will we have the UfMS working calendar beforehand?

Answer: UfMS public holidays for 2016 are in the process of being approved.

Question 8: When you say the Contracting Authority (UfMS) of the individual assignment will identify a Project Manager you mean within the UfMS.



Answer: Yes, UfMS will identify a Project Manager of the individual assignment, who will oversee the implementation of the assignment and liaise with the Framework Contractor's Project Manager.

Question 9: Air tickets: CO2 offsetting costs may form part of the cost. Do you mean that not always depending on the specifications of the TOR?

Answer: CO2 offsetting costs will be defined in the Specific ToRs.

Question 10: Do boarding passes need to be included in the travel documents?

Answer: Boarding passes may be required in the Specific ToRs.

Question 11: When you say that if a participant wishes to travel by car, he/she will be refunded the cost of a first class rail ticket for the equivalent journey. By whom will he/she be refunded? By our company who will pay him/her by cash? And our company will invoice the Contracting Authority the full amount of first class rail ticket. The same applies with obtaining visas? Does this applied too in the case of daily allowances to be paid to the participants?

Answer: All authorised reimbursable items will be described in the Specific ToRs, including the cost of a first class rail ticket for the equivalent journey, the cost of obtaining visas and the cost of daily allowances. They must be invoiced under the reimbursable items.

REQUEST FOR CLARIFICATIONS Nr. 2 (Tuesday 17/11/2015 17:48)

Question 12: From your invitation to tender I have some of the answers to the questions I just sent regarding financial capacity. However, in point 2 with regard to professional capacity who needs to sign the statement? Also in point 3) which refers to technical capacity please specify what kind of evidence we need to provide for the successfully implementation of the 15 references we provided in the first phase of the tender. Or do we only need to provide the evidence for the selected highest-value reference event, and again which evidence.

Answer: See answers for question 3 and question 4 above.

REQUEST FOR CLARIFICATIONS Nr. 3 (Wednesday 18/11/2015 18:36)

Question 13: I would ask you to clarify who are the Contract Managers. According to the Instructions to tenderers (page 6) (3) Management Team it says their responsibilities are defined in the Section 6 of the Terms of reference in Annex II of the draft contract and they are subject to the evaluation grid in Part C of this tender dossier. I cannot find neither the list of the responsibilities nor the grid. I understand that the signed declarations from each legal entity identified in the tender submission form needs to be signed by the person with the duly authorised signature?



Answer: The list of the responsibilities of the Management Team is defined in section 5.3. of the Terms of Reference. The Management Team proposed will be evaluated in accordance with annex C3 Evaluation Grid of the Tender Dossier.

REQUEST FOR CLARIFICATIONS Nr. 4 (Thursday 19/11/2015 12:34)

Question 14: Could you clarify how many statements of exclusivity and availability do we need to sign? as many as Contract Managers we appoint?

Answer: The composition of the management team is comprised of a minimum of two individuals, one of them being the Project Director and the other the Events Coordinator's supervisor. Signed statements of exclusivity and availability (using the template included with the tender submission form) has to be signed by them.

REQUEST FOR CLARIFICATIONS Nr. 5 (Thursday 19/11/2015 12:57)

Question 15: In the check list of mandatory documents I do not see the Framework Service Contract. I assume it has to be signed by the legally authorised person and included in Envelope 1?

Answer: The Framework Service Contracts will be signed by the awarded tenderers.

REQUEST FOR CLARIFICATIONS Nr. 6 (Tuesday 24/11/2015 17:49)

Question 16: To prove our technical capacity in the 15 different references we already included in the first phase can you clarify exactly what information the clients should provide now?: Name of the event, Dates

Answer: The documentary evidence has to include at least:

- 1) The name of the conferences/seminars/meetings/training
- 2) The period of implementation
- 3) The project value for the reference specified in the invitation letter as well as the project value of 4 references with a budget of at least 50,000.00€ in accordance with the application form submitted.

Question 17: If the budget was above 50.000€ - in the case of 5 of them or do they need to say the exact cost for each one?

Answer: The tenderers has to submit the references substantiating the information made in the application form, including the specified project value.

Barcelona, 10 December 2015