



QUESTIONS AND ANSWERS

International Restricted Procedure: Event support services - UfMS/iRP/0002A/2016

With reference to the above-mentioned International Restricted Procedure, please find below the answers to the questions posed by the interested companies:

REQUEST FOR CLARIFICATIONS

Question 1: Article 5.5 of Annex II (Terms of Reference) state that "At least one specific event coordinator will be appointed to be responsible for each event. He/she should remain the same for all the events, unless duly justified, with a maximum of two changes throughout the year".

We understand that one specific event coordinator will be in charge of a specific event (or more than one event coordinators in case of big events).

We also understand from the above article that the specific event coordinator (in charge of specific events) should always be the same person for all the events taking place during the period of validity of the framework contract (a maximum of two changes can be considered throughout the year).

If the above understanding is correct please inform if, though the "Specific Event Coordinator" in charge of all events during the FWC validity (and contact point for the Contracting Authority) can be assisted by a dedicated event coordinator for each specific event so as to ensure adequate follow up in case of various events to be organised at the same time and in different places.?

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Answer: Yes, at least one specific event coordinator will be appointed to be responsible for each event. The designated event coordinator will remain for all the events. A maximum of two changes throughout the year will be allowed, in accordance with section 5.5 of the Terms of reference.

The Project Manager can also request the support of one or more additional event coordinator (section 5.2 and section 5.5 of the Terms of Reference).

Only in the case of two or more events are organized at the same time, other event coordinator will be appointed instead of the originally designated event coordinator.

Question 2: Could you please precise the exact statute of experts as far as the project management team is concerned? How many experts can be appointed in the management team?

The composition of the management team is comprised by a minimum of two individuals, one of them being the Project Director and the other the Events Coordinator's supervisor:

- The Project Director, will have the overall responsibility for the running of the FWC as well as for the formal contacts with the Contracting authority of the FWC, and
- The Events Coordinator(s) will deal with any technical questions related to the execution of the Specific contracts.



Question 3: As far as the selection and recruitment of moderators are concerned, what exactly would be covered by the budget of EUR 20.000,00 VAT excluded?

All fee rates must cover:

- the remuneration actually paid to the moderator concerned per working day
- administrative costs of employing the moderator, such as relocation and repatriation expenses
- accommodation, expatriation allowances, leave, insurances and security arrangements
- and other employment benefits accorded to the moderator by the Contractor
- the margin, covering the Contractor's overheads, profit and backstopping facilities
- any other expenditure which is needed to implement the contract and which is not covered elsewhere

Question 4: As far as website services are concerned what will be the exact missions to be implemented by the FWC for the budget given?

The Specific ToR's will define the requirements of each assignment.

Question 5: As far as communication services are concerned, we would need to know the exact missions to be implemented by the FWC for a maximum amount of EUR 20.000,00 VAT excluded?

The Specific ToR's will define the requirements of each assignment.

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Question 6: As far as logistical support is concerned, will the UfM Secretariat take care of all protocol and security issues when relevant? What would be the exact tasks and extend of mission of the FWC, in case protocol measures would need to be implemented?

The Specific ToR's will define the requirements of each assignment.

Question 7: To which level of detail shall we give information on the support team, which will assist the management team? Can the support team be adapted according to the destination?

CVs for experts other than the Management team should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the qualifications required.