



Barcelona, March 18, 2022

ANSWERS TO QUESTIONS

Organization of workshops, meetings & conferences – 04U - PRO259LAD-2020

With reference to the above-mentioned Simplified procedure, please find below the answers to the questions posed by the interested companies:

REQUEST FOR CLARIFICATIONS Nr. 1 (dated Wed 09/03/2022 09:44)

Question 1: The B Annex III Organisation and Methodology states the following:

The technical offer should not exceed the following number of pages (excluding annexes):

- 3 pages for categories 1,2 and 3
- 10 pages for category

Could you kindly clarify what sections are these categories referring to and how does it relate to the structure explained in Annex III. Therefore, could you kindly clarify what is the page limit for individual sections of technical offer and the case study? Could we use the annexes and is there a page limit for the annexes?

Answer: The page limit applies to the case studies in relation to the categories listed in section 3.1. - Technical content – of the terms of reference.

In particular, the 3-page limit applies to the following case studies:

- Case study number 1: "Online event",
- Case study number 2: "Small and medium-scale face-to-face event without individual assistance",
- Case study number 3a: "Small and medium-scale face-to-face event with individual assistance",
- Case study number 3b: "Small and medium-scale face-to-face event with individual assistance"

The 10-page limit applies to the case study number 4: "Large-scale on-site events & High-level large-scale on-site event".

As outlined in Annex III, the tenderer should put all relevant information within the page limits of the case studies, excluding annexes.

REQUEST FOR CLARIFICATIONS Nr. 2 (dated Fri 11/03/2022 13:38)

Question 2: We have noted that on pg. 26 of the tor under section specific contract 7.4 you mention that: "For events where flights, accommodation or visas are required, the list of participants indicating the services required per participant and with the data relevant to the service must be notified to the selected FWCr at least:

- 3 working days prior to the event for up to 10 sponsored participants,



- 5 working days prior to the event for between 11 and 100 sponsored participants; and,
- 10 working days prior to the event for over 100 sponsored participants"

Can you please confirm this is correct and in your view considered a risk free practice? Please confirm your understanding that the prices of tickets for 100 + participants purchased 10 working days before an event will vary greatly to the prices quoted in a financial offer prepared 1,5 months before the event date. Please also confirm you understand that flight availability may be compromised with this practice.

Please also keep in mind that it is impossible to make hotel bookings for a group of 100 people in Barcelona just 2 weeks before the event.

Could you possibly mean that the final version of the list will be shared at least 10 working days before the event?

The same goes for the events including between 11 and 100 sponsored participants where the deadline is 5 working days (ie one week) before the event. So in theory 99 participants are in this deadline category.

Answer: The period between the notification of the award of the specific contract and the event start date may not be less than: 1) 10 days for events with more than 100 sponsored participants and 2) 5 days for events between 11 and 100 sponsored participants. For complex events, the contracting authority may set a higher time limit in the Request to submit an offer (RfQ) in order to give sufficient time to implement the specific contract.

The final list should be shared in advance as possible, at least 10 days in advance.

For most events the start and end times are planned in advance, except for duly justified cases (i.e., complex events) where the framework contractor might be requested to implement an event in short timescales.

REQUEST FOR CLARIFICATIONS Nr. 3 (dated Tue 15/03/2022 10:49)

Question 3: With regard to the evaluation of the financial offer (point 12.2 of the instructions to tender) at page 9/14 it is stated that "The financial evaluation will be done on the basis of a total sum consisting of two hourly fees multiplied by the specific weighting / estimated number of hours. The total sum will be used as a basis for comparison of different offers as stated in Annex V (...)". However, it is our understanding from Annex V "Global Financial offer" that we have to quote a maximum flat rate for each category of event, multiplied by the number of events to have the Grand total. Is this grand total to be evaluated? When you mention "hourly fees" are you referring to the maximum fee per working day related to direct costs? Is the latter part of the overall financial evaluation?



Answer: You are right. Please consider this as a typo. The financial evaluation will be done on the basis of a total sum consisting of “four flat rates” multiplied by the estimated number of “events per category”. The total sum will be used as a basis for comparison of different offers as stated in Annex V. The estimated number of “events” applied in each “event category” reflects the estimated division of the use of the services under this tender “per year”.

Question 4: With regard to the global financial offer, is the reported number of events (hypothetical scenario) referred to each year or to all four years of contract implementation?

Answer: Please see previous answer.

Question 5: As regards the financial offer for the five case scenarios (Annexes III 1, III 2, III 3a, III 3b, III 4), section “A) Management costs” refers to a flat rate per participant multiplied for the number of participants, while the general financial offer - Annex III 5 – asks to propose a maximum flat rate for each category of event, but independent from the number of participants. Could you please clarify this discrepancy?

Answer: Please note that any financial detail in the case study or in the email a of technical offer will lead to exclusion of the concerned tenderer, in accordance with section 12.2 of the instructions to tender and Annex III - Technical offer.

Question 6: With regard to case scenario 3 A, under the item “set-up” at the end of the brief, it is mentioned that “up to 40 participants are expected to attend online while up to 40 are expected to attend remotely”. Is the term “online” actually referred to onsite participants? Moreover, considering that the overall number of expected participants is 70, could you please clarify the discrepancy with the overall number of 80 participants (40+40) mentioned in the previous sentence?

Answer: You are right. Please consider this as a typo. The overall number of participants is 80 (40+40). Up to 40 participants are expected to attend onsite while up to 40 are expected to attend remotely.

Question 7: With regard to case scenario 4, we noticed that the section “the background and specific objectives” has been copied and pasted from case 2, and the section “set-up”, copied and pasted from case scenario 3 A. Could you please communicate which are the correct parts?

Answer: Please note that the text related to case scenario 4 is the following:

- Background and Specific Objectives:

Stakeholders from around the Euro-Mediterranean region will gather in Cairo on the occasion of the UfM Business Forum. Throughout the morning, participants will attend panels; the afternoon will be dedicated to networking, showcasing and B2B activities.

- Set up and Comments

200 participants are expected to attend, of which 60 are sponsored. FWCr is tasked with the set-up of the main room, the UfM office and the catering space; co-organizer will be tasked with setting up the B2B/networking rooms.



Question 8: With regard to case scenario 4, in section “C – services”, it is mentioned “room provided by the co-organizer”. Could you please clarify if the venue to host the event has already been identified or if the tenderer is required to scout a possible one?

Answer: This is a fictitious event. We will not provide any information over and beyond the elements contained in the case study. You are welcome to make assumptions to complete your technical offer, provided these are clearly indicated as such.

REQUEST FOR CLARIFICATIONS Nr. 4 (dated Wed 16/03/2022 14:10)

Question 9: With regard to case scenario 1, is the number of online participants to be intended as 60 (as defined in section "number of participants") or 50 (as described in section "C-services" when mentioning the platform that should allow up to 50 active connections and 100 view-only connections)?

Answer: The number of participants should be 160. The set-up and comments section can be rephrased as follows: “[...] this 4-days training workshop on social economy. A total of 60 panelists (15/day on average) are expected to intervene. Up to 100 view-only participants are expected”.

Question 10: With regard to case scenario 3A, is the Senior officials Meeting fictionally supposed to be organised on March 16th (as defined in section "Date & Timetable") or on March 14th (as mentioned in section "Background and specific objectives")?

Answer: The tenderer is free to propose any date it thinks suits best to solve the proposed case study.

Question 11: With regard to case scenario 3A and specifically to section A1-Travels, are flights for representatives of the UfM co-presidency travelling from Brussels to be organised for 10 people (as defined in column Q (2)) or for 2 representatives (as detailed in column Description)?

Answer: The quantity of travels to be organized is two (2) for the representatives of the co-presidency, it was a typo mistake.

REQUEST FOR CLARIFICATIONS Nr. 5 (dated Fri 18/03/2022 10:00)

Question 12: As regards case study 1 "Working groups on social economy", could you please specify which is supposed to be the language of the floor?

Answer: All participants should be able to intervene in any of the languages of interpretation (French, English and Arabic).