



QUESTIONS AND ANSWERS

Event Support Services - 01 - PRO129CPA-2017

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 Nr. 1 (dated Wednesday 03/01/2018 17:50)

Question 1: Price schedule and invoicing regulations

We take note from the structure of the price schedule that your contractor's budget will be composed of fees per participant, then additional working days under mostly exceptional circumstances (direct costs), as well as costs (real value) of services purchased to local providers.

We find no indication in the tender specifications as per rules for invoicing as far as fees per participants are concerned.

Will you consider that:

- a. your contractor shall be entitled to invoice its fees based on the number of participants as first announced (in your request for service) and, as a consequence, budgeted
- b. your contractor shall have to reduce its fees based on the number of participants which showed up at the event and were present

Answer: The Flat rates (fees) cover all the Framework contractor's costs in order to manage the contract as well as the Framework contractor's commercial margin. The Flat rates are quoted per participant.

Each flat rate (fee) defined in the FWC (Global financial offer of the FWC'r) is a maximum amount. Therefore, the flat rate/fees amounts proposed for each individual assignment will correspond to the Framework Contractor's best offer for that assignment and cannot exceed this maximum, in accordance with section 7.2.1.2 a) of the Terms of Reference.

Question 2: Availability of key experts

Could you please clarify expectations in terms of availability of the key experts?

We took very good note of all explanations laid down notably on pages 3 and 12 of the instructions to tenderers.

We would like though to stress that the nature of your framework contract being with reopening of competition, the reference to the "start of the assignment" indicated on page 12 is subject to interpretation.

Do you consider that:

- a. start of assignment means signature of the framework contract, meaning that you expect key experts to be available even though your contractor is not the one winning a reopened competition for an individual assignment (but it is therefore difficult economically as a private company to make available resources and keep them "on hold" with no real work to give them, and even more for a framework contract duration of several years!)
- b. start of assignment means award of an individual assignment to the contractor, when the key experts are actually starting to work for the implementation of an event (which does indeed make more sense)



Answer: Availability is required only for the event coordinators and experts proposed in the offer. Through the statement of availability, the Key Expert confirms that any other possible contract under which (s)he is working in parallel, will not overlap on the dates and hours for which that person is committed to work as Key Expert. In particular, if that person is already working as a Key expert on a full time basis under another contract, necessarily (s)he may not be proposed for the Management Team on the same dates.

REQUEST FOR CLARIFICATIONS Nr. 2 (dated Monday 08/01/2018 15:01)

Question 3: With reference to the Case Study request, please confirm that in the Gala Room, there is only one booth for interpretation (“cabina de traduccions”). Also kindly specify the type/model of the existing booth

Answer: We do confirm that only one booth for interpretation is available. Please note that the booths are ISO 4043 compliant; the model is: AUDIPACK / Silent 9500.

Question 4: With reference to the Case Study request, please confirm that the Music room can accommodate 200 persons in reception (standing)

Answer: Confirmed. The Music room can indeed accommodate 200 persons in reception.

Question 5: With reference to the Case Study request, please let us know if dates/period should be proposed by the tenderers or if these are already set

Answer: Dates/periods should indeed be proposed by tenderers, since these will be necessary for the elaboration of the required Gantt Chart. Please feel free to propose any date convenient to you (please note that the UfM Women Conference usually takes place in October).

Question 6: With reference to the Case Study request, please provide information about the agenda/programme of the conference with specific indication of number and duration of:

- plenary sessions
- thematic sessions
- parallel sessions

Answer: Please find hereunder a mock-up agenda:

Day 1

09:00-09:30	Registration
09:30-11:00	Official Opening - Plenary
11:00-11:30	Coffee break
11:30-13:15	Plenary Session
13:15-14:30	Networking lunch
14:30-16:15	Thematic Session 1
16:15-16:45	Coffee break/B2B and Networking Meetings
16:45-18:30	Thematic Session 2
19:00	Cocktail-Dinner – B2B Networking



Day 2

9:30-11:15	Thematic Session 3
11:00-11:30	Coffee break - B2B - Networking meetings
11:30- 12:30	Plenary Session
12.:30-13:30	Wrap-Up Session and Way Forward
13:15-14:30	Networking lunch

Question 7: With reference to the Case Study request, please let us know if graphic layouts of promotional materials and name badges should be included in the offer

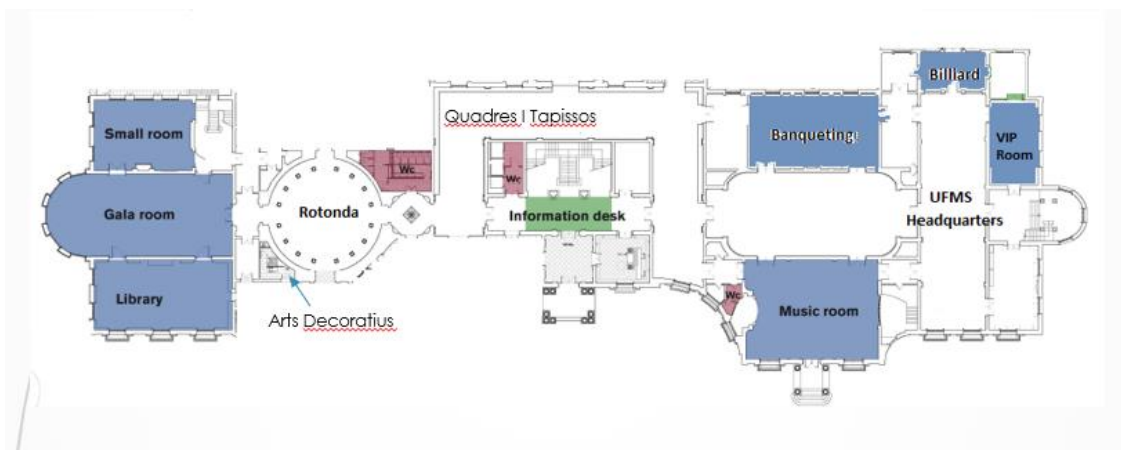
Answer: Please do include one or two examples of graphic layouts to be applied to documentation, promotional material etc.

Question 8: With reference to the B Annex II Terms of Reference Annex 1. UfMS facilities, please let us know the position on the map of the following rooms which are included in the list of available premises:

- VIP Room
- Arts Decoratious
- Quadres I Tapissos

Answer: Please find hereunder a map with indications of the meeting rooms:

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Question 9: With reference to the B Annex III.1 Case Study, kindly provide the list of countries of the 30 sponsored participants

Answer: Please find a mock-up list of sponsored participants:

Tunis (4), Casablanca (2), Rabat (1), Tel Aviv (2), Istanbul (2), Amman (3), Cairo (2), Beirut (2), Ramallah (2), Alger (2), Paris (2), Brussels (2), Roma (1), London (1), Madrid (2).

Question 10: Kindly confirm if local transport for the 4 VIPs is to be considered for the 4 Ministers or for other VIPs

Answer: Local transport is indeed to be considered for the 4 Ministers attending the event.



REQUEST FOR CLARIFICATIONS Nr. 3 (dated Wednesday 10/01/2018 18:17)

Question 11: Question 3 – Organisation & methodology

Do you confirm that the technical offer which comprises the Organisation & Methodology and the case study must be no longer than 25 pages + 15 pages, that is 40 pages maximum, as follows: 25 pages for the technical offer itself and 15 additional pages for the case study?

We would like to highlight that the amount of information requested from the UFMS is quite substantiate and could with difficulty fit in a total of 25 pages including the case study, even with a high effort of being concise.

Answer: A Total of maximum 41 pages are expected for this section, as follows:

- 1 page: a table of content at the beginning
- 25 pages: Technical offer
- 15 pages: Case study

Question 12: Question 4 – Event coordinators

Could you please confirm if we are allowed to introduce several event coordinators as key experts (part of the management team) especially due to the annual volume of events?

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.

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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.

REQUEST FOR CLARIFICATIONS Nr. 4 (dated Friday 12/01/2018 15:36)

Question 13: 1. We refer to point 5.5. Specific event coordinator of Annex II. – Terms of Reference of the tender dossier, that states:

'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.'

Please explain: the same event coordinator for all events

or: one event coordinator for each specific event

Answer: Yes, to same event coordinator for all events. See answer for question 12.



Question 14: 2. Can the Project Director – if agrees - be nominated as event coordinator for a specific event?

Answer: Yes, if duly justified and accepted by both parties. This change shall not be accepted in the case where the UfMS specifically requires a junior profile.

However, please refer to answers to Questions 12 and 13 in regards to the allowed number of changes.

REQUEST FOR CLARIFICATIONS Nr. 5 (dated Friday 12/01/2018 17:31)

Question 15: We would like to ask for a clarification concerning the maximum number of pages of the Technical Offer. Should the table of contents be included in the 25 pages or the maximum of 25 pages excludes the table of contents? Are Annexes allowed?

Answer: See answer for question 11. Any additional documentation (annexes, brochures, letters etc.) sent with the Technical Offer shall be limited to Case study additional information, such as list of flights for sponsored participants, design mock-ups etc.

REQUEST FOR CLARIFICATIONS Nr. 6 (dated Monday 15/01/2018 17:41)

Question 16: On page 2 of instruction to tenderer, it is written: *“The tender must comprise of a Technical offer and a Financial offer, which must be submitted in separate envelopes (see clause **Error! Reference source not found.**). Each Technical offer and Financial offer must contain one original, clearly marked ‘Original’, and 3 copies, each marked ‘Copy’. Failure to fulfil the requirements in clauses 4.1, 4.2 and **Error! Reference source not found.** will constitute an irregularity and may result in rejection of the tender.”* Please send the appropriate information.

Answer: Please note that the wording of point 4 of the Instructions to Tenderers has been modified. We would kindly ask you to see the most recent version of the Instructions to Tenderers on Procurement UfMS' website.

Shall read as text: The tender must comprise of a Technical offer and a Financial offer, which must be submitted in separate envelopes (see clause **8**). Each Technical offer and Financial offer must contain one original, clearly marked ‘Original’, and 3 copies, each marked ‘Copy’. Failure to fulfil the requirements in clauses 4.1, 4.2 and **8** will constitute an irregularity and may result in rejection of the tender.

Question 17: Shall we submit an electronic version of the financial offer, yes/no? Please clarify.

Answer: No, only the electronic version of the technical offer must be included with the printed version.

Question 18: There is no indication of the number of pages of the methodology. Please confirm there is no limitation.

Answer: See answer for question 11.



Question 19: There is no indication of the number of pages of the case study. Please confirm there is no limitation. Please confirm number of pages not be exceeded.

Answer: See answer for question 11.

Question 20: In document Instructions to tender, page 8, it is written: “Tenders must be delivered to the Contracting Authority for receipt before the 6th of February 2018, at 13:00 hours (Barcelona time).” Does this mean that the offer needs to be at the Contracting Authority’s premises by 6 February at 13:00 or would a stamp from a courier service signed before 6 February 13:00 be accepted? In order to have the offer arrive by 6 February before 13:00, we would be losing 2 working days and 4 calendar days since 6 February is a Tuesday.

Answer: Tenders must be at the Contracting Authority’s premises before the Tender deadline.

Question 21: The numbering in the C4 checklist is not aligned with the ITT (case study and CVs). Can you please confirm which numbering we should follow (checklist or ITT).

Answer: Follow the order indicated in the Instructions to tenders.

Question 22: Could you please clarify why the budget of the case study is indicated? Could you please confirm that we do not need to provide a budget for the case study.

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Answer: The maximum budget includes all the costs incurred as a result of the execution of the event, as well as the corresponding benefit. The Maximum Budget constitutes the quantitative and qualitative limit of the event. Yes, any financial detail in the Case Study in the Envelope A of Technical Offer may lead to exclusion of the concerned tenderer.

Question 23: Question related to case study: Are all invitees identified by the Contracting Authority?

Answer: Yes, all invitees are identified by the Contracting Authority.

Question 24: Question related to case study: Will we receive the list of participants to be invited?

Answer: Please refer to answer of Question 9 to know the departure city of the sponsored participants

Question 25: Question related to case study: Will we have access to the Contracting Authority’s participant database?

Answer: The final list of participants will be sent to the Contracting Authority for the production of name badges, registration list to be signed etc. For the case study, please elaborate a mock-up list if necessary.



Question 26: Question related to case study: Where will the 30 participants be traveling from? Where will the 4 ministers be traveling from?

Answer: Please refer to answer of Question 9 to know the departure city of the sponsored participants.

Regarding the Ministers, please note that their travel arrangements will be taken care of by their respective Ministries.

Question 27: Question related to case study: How many translation cabins does UFM have on its premises? How many translators in total can be accommodated in the cabins at UFM premises?

Answer: The UfMS has one interpretation booth, which can accommodate two interpreters.

Question 28: Question related to case study: Does UFM have an in-house technician at its premises?

Answer: No, the UfMS does not have an in-house technician at its premises.

Question 29: Question related to case study: Is there any security offered at UFM premises? Are there any security guards and if so, how many?

Answer: A team of Mossos (local police) is stationed at the Palau/UfM, as well as security guards. Please note that there is a total of 8 Mossos, in addition to 3 security guards in the morning, and 3 other security guards in the afternoon.

7 However, please note that Ministers and other VIPs will be accompanied by their own security personnel.

Question 30: Question related to case study: Is a sound system at the disposal of the Contractor? Is this provided by UFM?

Answer: Please note that the only sound system is used for the Banqueting room. This sound system will not be moved. Hence, the rental of sound system will be necessary for any meeting/event taking place in any other rooms of the UfMS and Palau.

Question 31: Question related to case study: Are the four VIPs the four ministers?

Answer: Yes, the four VIPs refer to the four ministers.

REQUEST FOR CLARIFICATIONS Nr. 7 (dated Tuesday 16/01/2018 12:59)

Question 32: On ToR page 7, "B7 Speakers": Is the maximum total amount of 20.000 EUR per speaker applicable to the whole contract, or to the individual assignments (= 'Requests for Services') under this framework contract?

Answer: The total costs, per B7 Speakers, may not exceed the maximum amount of EUR 20,000.00 (VAT not included) for each assignment.



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Question 33: The same question applies to “B8 Additional Support Staff”, about the maximum total amount of 10.000 EUR per support staff.

Answer: The total costs, per B8 Additional Support Staff, may not exceed the maximum amount of EUR 10,000.00 (VAT not included) for each assignment.