



## **ANSWERS TO QUESTIONS**

### **International Restricted Procedure: Communication services - 07 - PRO220CPA-2018**

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

#### **REQUEST FOR CLARIFICATIONS Nr. 1 (dated Fri 31/05/2019 11:54)**

**Question 1:** We need please your clarification regarding the production of materials. When you request printing a material "up to XXX pages", do you include in this number the inside pages + the 4 cover pages too?

**Answer:** Yes, the number includes the inside pages + the covers

#### **REQUEST FOR CLARIFICATIONS Nr. 2 (dated Mon 03/06/2019 11:56)**

**Question 2:** Regarding printing materials: do you want that the Notebook A5 has the UfM logo on the covers?

**Answer:** Yes, we would like both covers to have the logo or the logo in one cover and the slogan in the other. We have included a photo of the current glued notebooks in the unique link provided above.

#### **REQUEST FOR CLARIFICATIONS Nr. 3 (dated Thu 06/06/2019 11:19)**

**Question 3:** Regarding these the promotional material: "UfM Award Glass Plaque" "UfM branded. Clear glass plaque. To be customize with the institution's name and logo, event and award titles. 20cmx20cm. Award plaque delivered in plexiglass box with engraved UfM logo and within a deluxe custom box (flocked outside, with velvet inside. black/blue custom boxes)."

Are you asking for two boxes? One box in plexiglass and another one black or blue, flocked outside and with velvet inside? Do you want the plexiglass box inside the black/blue box?

**Answer:** please note that this was a typing mistake. Only one deluxe gift box is necessary to contain the Award Plaque.

**Question 4:** Regarding these the promotional material: "Thermos flask."

"UfM Branded. Stainless steel. Capacity: 500ml.

Weight: 103 g (117 g with lid)

Mouth: Ø 3.3 cm

Base: Ø 6.5 cm

Height: 21 cm"

Could it be possible that you send us an example?



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**Answer:** You may find an exemple in the follwing webpage: <https://bit.ly/2JVkLMG>.The picture has the following name: Item 203 – Thermos Flask

#### **REQUEST FOR CLARIFICATIONS Nr. 4 (dated Tue 11/06/2019 17:38)**

**Question 5:** In order to be able to complete the price schedule excel correctly, we would like to ask you if you could clarify please the meaning of “Weighting” and how it influence in the final price.

**Answer:** The evaluation of the price schedule components is subject to weightings. These weightings are based on an estimate of the services that it could be possible to perform over a certain period of time, on the basis of the Framework Contract to be concluded. However, they have no influence whatsoever on the actual use to which this Framework Contract is put. In order to obtain the "price component" of the tender, each price will be multiplied by the relevant weighting coefficient. The total price to be taken into account for evaluation purposes will be determined by the Sum of weighted prices.

#### **REQUEST FOR CLARIFICATIONS Nr. 5 (dated Thu 13/06/2019 18:13)**

**Question 6:** We would like to include the exact specifications for the promotional materials that are listed in the sector 5 of the Price Schedule. If we can include them, shall we create a separate Annex in the technical offer or in the Financial offer?  
If not, how can we add those specifications?

**Answer:** The specifications for the promotional materials can be included as an Annex to the technical offer

#### **REQUEST FOR CLARIFICATIONS Nr. 6 (dated Fri 14/06/2019 13:56)**

**Question 7:** Could you please tell me if we need to ask the legal entity file to suppliers as translation services company, monitoring social media company, promotional material companies, etc?

**Answer:** Yes, subcontractors have to provide the legal entity file. The evidence mentioned in point 4.1.d) of the Instructions to tenderers should not be submitted.

**Question 8:** Could you please provide an example of the internal emailing? This link doesn't work properly: <https://bit.ly/2UhLfNh>

**Answer:** Please, find it here:

[https://www.dropbox.com/s/wxgbfpqk6su2aal/bulletin\\_regional\\_forum.jpg?dl=0](https://www.dropbox.com/s/wxgbfpqk6su2aal/bulletin_regional_forum.jpg?dl=0)



**REQUEST FOR CLARIFICATIONS Nr. 7 (dated Fri 14/06/2019 14:27)**

**Question 9:** Regarding the Envelope A, for the fifth document to include DOCUMENTARY PROOF OR STATEMENTS of not being in any exclusion situation, there's no template included in the tender documents. Is there any indication of what to include here?

**Answer:** The tenderers do not need to provide evidence that they are not in an exclusion situation with their offer. This will only be requested from the successful tenderers.

**Question 10:** For the case studies, two doubts:

When you talk about "Key UfM Countries" for the campaigns and visibility, can you specify a bit more which ones to include? We understand that Spain, France, UK, Brussels, Magreb and Mahreq (as per the key experts profiles requested), but any other European country to consider?

There's a section for budget for the activities we have to propose for the two case studies. Do you need us to include a specific figure & budget here, in the cases development? Or it's just taking into account the total budget for the contract and plan accordingly?

**Answer:** Since the list of key countries for visibility campaigns could vary according to the geographical scope of specific UfM initiatives or projects, here is a list that can be considered "key" for the purpose of preparing the tender: France, Spain, EU-Brussels, Germany, Italy, UK (Global media), Portugal, Tunisia, Morocco, Egypt, Algeria and Jordan + PanArab/Pan Africa media.

Regarding the budget to be proposed for the case studies, please note that there is no maximum amount set, but we do not expect the entire amount of the framework contract to be assigned to one or both case studies. We expect a reasonable and cost-effective proposal taking into account that the overall amount of the 3-year framework contract needs to cover regular and ongoing services such as press office support, social media support, graphic design or production of publications and info tools. The case studies correspond to punctual campaigns (1 or 2 per year) that might be launched in addition to (or feeding) these regular services.

**Question 11:** For technical capacity, we should "provide evidence of successfully implementation of the completed references as referred in your Standard Application Form presented". Is there any specific format to present this evidence?

**Answer:** Evidences of successful implementation must take the form of certificates issued or countersigned by the Contracting Authority or entity who ordered the execution of the service.

In case of part of the related reference has not yet been completed you must submit documentary evidence of that part's completion (e.g. a statement from the entity which ordered the service, a copy of a contract, approval of progress reports, projects deliverables, proof of payment of interim/final invoices, etc.).