



CEDEFOP

European Centre for the Development
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

Thessaloniki, 03/12/2012
RS/PRO/CALU/2012/1087

OPEN INVITATION TO TENDER

AO/CID/CF/ProfessionalConferenceOrganiser/020/12

‘Provision of services by a Professional Conference Organiser’

REQUEST FOR CLARIFICATION (1) – QUESTIONS & ANSWERS

Question 1:

Is our interpretation correct that, **cumulatively**, and **not for each 3 yearly events** the tenderer must have performed at least services 1,2,3,4,5,7,10,12, and13. Meaning that it is possible that for one event the contractor has performed services (for example) 1,2,3 and 4 and for another event the contractor has performed (for example) services 5,7,10,12, and13?

In addition is our understanding correct that the request for "at least 1 event out of the three must have taken place in a country other than that where the tenderer has his seat." refers to the 3 yearly events and consequently in total the tenders must present 3 events which have taken place in a country other than that where the tenderer has his seat? and these events must be **one per year?**

Cedefop answer 1:

Your interpretation is correct. The tenderer must have performed the services 1, 2, 3, 4, 5, 7, 10, 12 and 13 in the last three years **as a whole**, i.e cumulatively.

No, your interpretation is not correct. Out of the 3 events presented within the last three years (at least 1 event per year), **one** must have taken place in a country other than that where the tenderer has his seat.

Question 2:

Can Cedefop give an indicative percentage of foreseen **work by Value** for each type of services under 12 A. Web and ICT related services over the total contract duration? Or it is in the discretion of the tenderers to define in its methodology this percentage, and this will be accepted by Cedefop?

Cedefop answer 2:

Cedefop cannot give a percentage of work by value for any of the requested services. Any statistical information is available in (or can be deducted from) the introduction, point 2.1 of the Tender documents, and Annexes H (Specimen quotation) and I (Cedefop events– Facts and figures). It is not requested from the tenderers to give such percentage; tenderers will therefore not be assessed on this issue: please refer to point 5.2 of the Tender documents.