



CEDEFOP

European Centre for the Development
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

Thessaloniki, 11/12/2012
RS/PRO/CALU/2012/1129

OPEN INVITATION TO TENDER

AO/CID/CF/ProfessionalConferenceOrganiser/020/12

‘Provision of services by a Professional Conference Organiser’

REQUEST FOR CLARIFICATION (3) – QUESTIONS & ANSWERS

Question 1:

Can you please clarify if in ANNEX G-Questionnaire 3, events that have been organised and completed in 2012 can be included as eligible?

Cedefop answer 1:

It is up to the tenderers to organise and present the content of their tender the way they think most appropriate, considering the requirements of the call of tenders. It will be the responsibility of the Evaluation Committee to assess the tenders in accordance with these requirements and to determine their eligibility. Tenderers should therefore respond to the various requirements as closely as they can, leaving to the Evaluation Committee the possibility to exercise its right of appreciation, in particular as regards the selection criteria.

Question 2:

Chapter 5 Event website, page 18

At line 2 of the tender it is mentioned “the professional conference organizer must be able to provide suitable electronic platforms to manage efficiently all aspects of event organization and the related communication.” Please specify what kinds of platforms are required in order to be able to provide relevant analysis in our technical offer.

Cedefop answer 2:

Cedefop does not request a specific platform. The successful tenderer is requested to manage efficiently all aspects of event organisation, including communication via electronic platforms; the means proposed to achieve this goal are up to the tenderers to define.

Question 3:

Chapter 7 Management of database of invitees and list of participants, page 20, par. D

“The professional conference organizer shall be responsible for collecting the list of actual participants’ signatures to be used as the supporting document for the eligibility of costs.”

Please confirm if this is to be implemented onsite for each event.

Cedefop answer 3:

Yes, this is to be implemented onsite for each event.

Question 4:

Annex H – Financial offer and Annex I – Cedefop events 1, 2, 3, 4

Please confirm whether description and order of events 1,2,3,4 outlined in detail in Annex I, paragraph 3, refers precisely and in the same order to the events 1,2,3,4 of the financial offer in Annex H.

Cedefop answer 4:

Yes, events 1,2,3,4 in Annex I refer precisely, in the same order, to events 1,2,3,4 in Annex H.

Question 5:

Annex H – Financial offer, Service no. 6 INTERPRETATION

Please clarify requested cost for this service. Is it service fee or total service fee? In the 2nd case please provide us with a description for total service fee.

Cedefop answer 5:

The price requested for this service is the total service cost, meaning the cost for organising the interpretation service and the cost of the interpreter. Please see correction 2.

Question 6:

Annex H – Financial offer, Service no. 8 PHOTOGRAPHIC SERVICES

Please advise on type of provided cost for Photographic services (digital format). Should it be service fee or total service cost?

Cedefop answer 6:

The price requested for this service is the total service cost. Please see correction 2.

Question 7:

Annex H – Financial offer, Service no. 13 TRANSFERS AND ON-SITE TRANSPORTATION

The services required at a,b,c refer to Thessaloniki. Please specify whether d,e,f refers also to Thessaloniki. Additionally, please specify whether we should also offer prices for transport services in Brussels.

Cedefop answer 7:

Transfers d,e,f refer to transportation in Greece. No price is requested for transfers in Brussels.

Question 8:

Annex H – Financial offer, Events 1 and 4

At both these events, in the financial offer at services no. 8 and 10 Thessaloniki is excluded, but at service 13 costs are requested only for Thessaloniki. Since the services refer to the same event each time it is necessary to understand precisely the place of the event in order to offer the appropriate service fee or costs.

Cedefop answer 8:

There seems to be a misunderstanding. At event 1, services 8 and 10 are requested in Thessaloniki, at Cedefop premises. At event 4, services 8 and 10 are requested in Thessaloniki, outside Cedefop premises.

Question 9:

Annex D & E – Legal Entity Form & Financial Identification Form

It is technically not possible to download both documents under these Annexes. Is there any other way to acquire these documents?

Cedefop answer 9:

There is no general technical problem with those links. For your convenience however, please find attached on the website the documents for download.

Question 10:

Pricing: the accommodation, catering & transport prices are significantly different for events in Brussels than Thessaloniki. Are we correct by assuming that the overload of events will be held in Thessaloniki?

Cedefop answer 10:

Yes, most events will be held in Thessaloniki, Cedefop premises. Please refer to points 1.2 and 2.1 of the Technical Specifications.

Question 11:

Economic and Financial capacity annexe G: List of principal similar projects/contracts (in the field of the provision of PCO services) performed in the past three years (2009, 2010, 2011), with the amounts, dates and customers, public or private;

The last column is required the % of work performed; Are we correct by assuming that the work as a whole goes from strategy & content until the final reporting and invoicing from the event, this is the A to Z organization?

Cedefop answer 11:

Yes, your interpretation is correct. Please refer also to Annex M – Budget workflow.

Question 12:

Participants Registration: currently the events are announced on your website. It also offers to register only or is redirected to another website. Does this apply for events for Cedefop or do you expect a separate website for registration by event?

Cedefop answer 12:

Cedefop requests two distinct services: either the registration and follow-up of participants (in which case the contractor relies on his own platform to perform the job) or the setting up of a conference website (in which case the participants' registration and follow-up needs to be one of the website's functionalities). As stated in the terms of reference, there is a trend towards creating event websites and incorporating the management of participants in these.

Question 13:

Interpreters: are they requested for every meeting, how many languages?

Cedefop answer 13:

As stated in the terms of reference, interpretation services may be requested if needed. We expect this to happen only exceptionally as we normally cover interpretation by other means (the European Commission's Joint Interpretation and Conference Service, commonly known as SCIC). In case we request interpretation services from the external conference provider it will most probably be for one or two languages at the most (could be non-EU languages not covered by SCIC).

Question 14:

Tender specifications, Art. 4, page 17

Can you please provide us with an average number of pages for the conference kit?

Cedefop answer 14:

The conference kit may include:

- Agenda (1 to max. 2 pages)
- Welcome letter with some practical information (1 to 2 p.)

- List of Participants (max. 2 p.)
- Evaluation form (1 p.)
- Reimbursement form (1 p.)
- Other info like Social programme (max. 3 p.)
- Presentations or working documents (= speakers' papers as mentioned in the specifications), depending on every meeting. Pages can range from 10 to 50 in that case.

However, we also outlined in the call for tenders the 'THINK GREEN' approach, meaning that such documents could all be available on a USB stick or on the website.

Based on the above, depending on each event, it is foreseen that no more than 10 to 15 pages would be needed for every conference kit.

Question 15:

Clarification 2:

Annex G – Questionnaire 2 and 3

Please advise if the PCO can refer to an event of 2012 instead of 2009, covering this way the requirement of 3 events over the past 3 years?

Cedefop answer 15:

Please see Cedefop answer 1.

Question 16:

Clarification 3:

Annex H – Financial offer

Please confirm whether Total service cost for service 9. Protocol and Security should refer to both events in Greece and Brussels?

Cedefop answer 16:

The service concerns events in Greece and **not** in Brussels.

Question 17:

Clarification 4:

Annex H – Financial offer

Please clarify what kind of costs should be included in the 1st worksheet? Are we supposed to fill in the sum for each service for all 4 events? Or is it an average cost concerning all types of events?

Cedefop answer 17:

The tenderer is requested to fill-in all yellow cells of the Financial Offer as per the instructions given in this document. Please refer to points 5.3 and 5.4 of the Tender documents.

Question 18:

The table in ANNEX H financial offer for item 12, in particular for the services V1, V2 and A1 is not properly designed to allow tenderers to present an accurate and beneficial for Cedefop financial offer. Usually, teleconferencing is charged by the number of participants connected and by the time frame each of those participants remained in the conference call. Consequently:

V1 should be costed per minute and per site connected

V2 should be costed per hour and per site

A1 should be costed per minute per line

We were wondering whether the above parameters could be depicted in the financial offer template. We are concerned that the financial offer as it is contains generalizations (session 45 to 2 hrs, 0,5 day session etc which do not reflect the real costs and leads the tenderer to artificially high prices.

A further discrimination for the above services could be done in assisted and unassisted.

In addition, can you please clarify what exactly is the duration in hours of the 0,5 day session, 1 day session and session 1,5 days or more?

Cedefop answer 18:

The timeslots (half day, 1 day, 1.5 day) represent the scenarios of how the meetings and relevant services required in these meetings are blocked-ordered and how they shall be charged. You may interpret these times in terms of hours as 4, 8, and 12 hours respectively - please also refer to the indications in point 2.4 (Contract execution - general requirements) of the TS. In terms of sites, it has been already clarified that a maximum of 2 sites are to be connected at any one of these sessions - see Clarification 2.

Question 19:

5.2 Technical proposal, p. 32

Our understanding is that the technical proposal of our company will be outlined under the “Award criterion” 2 (2.1 and 2.2) “Quality of the scenario analysis”. At this part of the technical proposal we can describe and outline in detail all required services as described in Article 2 “Terms of reference”. Please confirm if our understanding is correct.

At the same point, please confirm if we are allowed to use print screens of previous work within the technical proposal or alternatively if we can include Annexes to the Technical Proposal with print screens and additional analysis?

Cedefop answer 19:

Yes, your interpretation is correct. Regarding award criteria 2, the tenderer is requested to present an “Analysis of two hypothetical events: event 1 and event 4 presented in Annex I. For each of these events, the tenderer shall provide a description and time schedule of the various actions that he will undertake in order to organise each event (pre-, during and post-event)”. This analysis is to be referred to tasks requested in section 2 of the Terms of Reference.

Regarding the second part of your question, please refer to Cedefop answer 1. The same applies also to the award criteria.