



EUROPEAN ANTI-FRAUD OFFICE

Brussels,

Subject: **Clarifications on the Call for Tender No OLAF/D1/64/2014
Framework contract for a conference and event organiser
Replies to questions received from potential tenderers**

The document may be further updated later in response to any further questions.

Questions (Q) & Answers (A)	
Q1	Chapter 13.2 of the tender specifications: Content of the technical offer. This section describes the three award criteria and states that we should develop the case study (A & B) from Annex IV. We do not clearly understand if our technical must be limited to answering to the two case studies, or if OLAF agrees that we develop generic parts (in relation to the three award subcriteria) in addition to answering to the case studies. Could you please clarify?
A1	As indicated at page 19 of tender specifications, the technical offer will be assessed on the reply of tenderer to the case study (Annex IV).
Q2	Annex IV: Case study OLAF indicates that our description to the case studies should not exceed 10 pages per case. This tender document also describes a number of annexes which we must provide: timeline, contingency planning, mock-ups, etc. Do you confirm that these annexes are not counted within the 10-page limit per case but come as additional supporting documents to our 10-page descriptions?
A2	The description of two cases including supporting documents must not exceed 10 pages.
Q3	Chapter 16.2.2 of the tender specifications: Minimum requirements of the team delivering the service We must present a team member with experience in communication and public relations. Could you please clarify for which tasks of the framework contract such a profile will be involved, as your terms of reference do not include press relations/press conferences/event publicity (neither in annex II: tasks to be carried out, nor in annex V: price schedule)? Must this profile be used for communication with participants, including in delivering surveys, evaluation and follow-up? In such case, can we introduce staff members with similar experience in evaluation and post-event follow-up and will this be considered as passing this "criteria related to the team", as far as communication and PR is concerned.
A3	The member of the team having experience in communication and public relations will assist the tenderer's team in managing all communication and public relations activities related to the event management.

	The tenderer shall describe the allocation of tasks of and within the members' team in replying to the two case studies in Annex IV.
Q4	Nous avons compris que nous devons répondre à chacune des études de cas en 10 pages maximum. Pouvez-vous nous confirmer qu'il est possible d'ajouter des annexes (plans, visuels, graphiques...) à nos réponses ?
A4	Voire la réponse A1.
Q5	Etude de cas A : pouvez-vous confirmer que la demande de OLAF se limite à la liste décrite à l'avant dernier point : « tenderers must include : proposals....must be provided ; » ? Cette liste est effectivement différente de celle du deuxième paragraphe de cette même page 2 de l'annexe IV.
A5	Le soumissionnaire doit inclure une offre détaillée avec toutes les tâches prévues au seconde paragraphe de la page 2 de l' Annexe IV .
Q6	Etude de cas A : peut-on prévoir une arrivée des participants le 15 septembre ?
A6	Si dûment justifié, l'arrivée des participants peut avoir lieu le 15 septembre.
Q7	Etude de cas A : a-t-on la liberté de la disposition (set-up) dans les salles de conférence et de workshops ?
A7	Le soumissionnaire peut proposer la disposition de la salle de conférence et de workshops en expliquant dans l'offre son choix.
Q8	Section 7 of Annex II (Tasks to be carried out): Event website design, content management and maintenance. Do you expect that the main registration website be hosted on the ec.europa.eu server or are we free to propose an independent website, with a new web domain, and hosted on our own servers? Should the website be hosted on ec.europa.eu, are we allowed to host the registration forms on our own server (which allows us to introduce more functionalities to these registration forms)?
A8	For the purpose of the case study A in the Annex IV, the tenderer can propose the use of a website outside of the Europa domain.
Q9	We would like to have additional information about the economic and financial capacity and evidence. When it is written in the specifications. 16. Selection criteria.16.1 economic and financial capacity and evidence2. Have a sufficient positive net operating cash-flow for the past two years to secure 1Mio € over a period of 6 months, do you mean that the company must have a € 2Mio cash flow per year?
A9	It is not necessary to have a €2Mio cash flow per year. However, tenderer should demonstrate that the company's cash-flow is sound, positive and sufficient while keeping in mind the requirements otherwise tenderer will have to present solutions how possible financing issues will be mitigated without putting at stake the image of the European Commission
Q10	In Test case A (page 2 of Annex IV) a proposal for a draft programme is requested. Is the tenderer free to provide sample content to be included in the conference programme or could the session descriptions also be filled with greek text/be left blank?
A10	Tenderer is not requested to provide sample content but describe how the conference and the two workshops will be scheduled.
Q11	On page 11 of the Annex II: task descriptions, it is stated that "all documentation specified by the contracting authority must comply with the contracting authority's visual identity rules". Could you please provide us with OLAF's visual identity guidelines or with a link where they can be found? Additionally, do we understand correctly that no new designs should be developed for Test Case A, in particular a conference visual identity?
A11	Tenderer is not bound to use OLAF visual identity for his/her tender but only the contractor selected through this call for tender. No new design should be developed

	for test case A.
Q12	In Annex V, the financial offer requests a price for the "Organisation of participants' travel arrangements" (Point 3). In Annex 2, point 3.6, it is said that "if specified... the contractor will be responsible for ensuring that local transport is available throughout the event". Shall we base our prices on the assumption that the organisation of shuttle service for each participant will be required and thus should be included in the price for travel arrangements? Or would this be budgeted separately, if applicable for a specific event organised within the FWC?
A12	Tenderer is free to fix the prices for management fees listed in Annex V " Financial offer". Please also refer to tender specifications, section 13.3 " Financial offer" (pag 13)
Q13	Regarding Annex V: "Invitation and Registration of participants" (Point 5): Shall we base the prices here on the most expensive option for sending invitations (via post)?
A13	Tenderer is free to fix the prices for management fees listed in Annex V " Financial offer". Please also refer to tender specifications, section 13.3 " financial offer" (pag 13).
Q14	Annex V: The Financial Offer requests a price for the "Development of programmes and documents related to the event" (Point 6). In Annex 2, point 6.1, it is said that it might be necessary to develop a new visual identity for an event (and not to use the corporate design). Should this case be budgeted in the financial offer or the price for the design based on the existing corporate design of OLAF? In addition, the provision of event kits (6.2) might include handling of transport, preparation, packing etc. Here again, it would be good to know if this should be part of the financial offer or if it would be an extra, budgeted later if applicable for an event?
A14	Tenderer is free to fix the prices for management fees listed in Annex V "financial offer". Provision of event kits is included in the "Development of programmes and documents related to the event" (Point 6) of Annex V " financial offer".
Q15	In regards to the award criteria, the maximum score for the technical tender (case A and case B) is 100 points. Should we understand that each of the cases is therefore worth 50 points, meaning the maximum scores for each case are respectively: 'General organization and management structure' – 20 points 'Quality control' – 15 points 'Organisation of suppliers' - 15 points Or both cases are examined together?
A15	There is no individual score for each case study listed in Annex IV.
Q16	In regards to the proposal for a mock-up registration website in case A, could you elaborate on the type of design that is expected for this sample? Should we deliver only mock-up without any graphic design or are we expected to develop a mock-up with graphic design inside
A16	There is no need to develop a specific graphic design for the mock-up.
Q17	In regards to the criteria relating to the team delivering the services, it is indicated that the team member with experience in public relations and communications. Should the PR consultant's reference projects be separate from the event management reference projects or reference letters?
A17	Please refer to page 18 of the tender specifications for the type of experience needed for key team members and to page 19 for the evidence to be submitted.
Q18	Tender Specifications: Pag 17/20: 16.2.2. Could the project director be the same person as the project manager?
A18	No, it is not possible. Please refer to pag 17/20 of tender specifications

Q19	Tender Specifications: Pag 19/20: 16.2.3 Evidence Bullet point 4: We are a big company with a high amount of events that will apply. Is one event description per year enough? So in total we will deliver 3? Is there a format that we could use? Bullet point 5: What do you mean by this question?
A19	Please provide the list of main events in order to enable the contracting authority to assess the tender's technical capacity. You can also provide a list with all events organised per year by your company. There is no specific format. Please provide all training facilities/equipment at your disposal for organisation of an event. Please also refer to pag 12 of Annex II of tender specifications
Q20	Tender Specifications: pag 20/20 18 Deadlines: Between the date of submitting the tender (May 8 th) and opening date (June 2 nd) is quite some time when the envelopes are still closed. Could you extend the deadline of submitting the tender?
A20	No extension of deadline is possible.
Q21	General question: Are questions from participants and answers by OLAF being published somewhere for all to see and read?
A21	All FAQ are published at OLAF website http://ec.europa.eu/anti_fraud/olaf-and-you/calls-for-tender/index_en.htm
Q22	Pour le cas A, pouvez-vous nous préciser la durée de préparation envisagé par OLAF ? Devons-nous prévoir 3 mois de préparation ? Devrions-nous prévoir moins ou plus ? Pouvez-vous svp confirmer la durée souhaitée par le pouvoir adjudicateur ?
A22	Le soumissionnaire doit préciser dans l'offre le temps nécessaire pour chaque étape de la préparation.
Q23	Pour le cas A, pouvez-vous préciser si les deux workshops doivent avoir lieu le même jour ou pas nécessairement ?
A23	il n'est pas nécessaire d'organiser les deux workshops le même jour.
Q24	Pour le cas A, pouvez-vous préciser si les deux workshops doivent avoir lieu le même jour en parallèle au même moment?
A24	il n'est pas nécessaire d'organiser les deux workshops le même jour.
Q25	Pour le cas A, pouvez-vous préciser si un des deux workshops peut avoir lieu sans la salle plénière ?
A25	Tous les participants doivent attendre les deux workshops. Le soumissionnaire expliquera le choix de la salle dans l'offre.
Q26	Pour le cas A, pouvez-vous préciser les besoins en interprétation pour les deux workshops ? Devons-nous en prévoir ?
A26	Oui
Q27	Pour le cas A, pouvez-vous préciser la durée souhaitée en heures pour le workshop ? Préférez-vous des sessions le matin ou l'après-midi ?
A27	il n'y a pas de préférence. Le soumissionnaire expliquera le choix de l'agenda dans l'offre.
Q28	Pour le cas A, pouvez-vous nous préciser l'heure de fin de la conférence ?
A28	La conférence et les deux workshops doivent se dérouler pendant deux jours complets (matin et après-midi) .
Q29	Pour les cas A et B, si nous utilisons des pages au format A3, devons-nous considérer qu'une page format A3 vaut pour 2 pages format A4 ? Merci de confirmer.
A29	Le format A4 ou A3 vaut pour 1 page.
Q30	At Annex IV on the first page are listed the award criteria for the technical evaluation of the offer. As Test case A and Test case B are very different in nature could you please confirm that the award criteria are applicable to both case studies? If not, could we kindly request you to publish the specific award criteria for Test case B?

A30	The award criteria mentioned in the tender specifications (pag 19) will be applied to both case study A and B
Q31	Could you please elaborate on the annual compound turnover?
A31	Tenderer must proof that the overall turnover exceeds EUR 8,000,000 for the cumulated past two years. In case of a consortium, each member of the tendering group needs to provide their respective turnover figures. These figures will be assessed as a whole and not individually. For ease of reading, the tenderer has the choice to provide a summary statement of turnover listing the figures communicated by the members of the consortium. Please also refer to section 16.1 of tender specifications for the evidence which should be provided.
Q32	We refer to the Tender Specification par.5.3 "Joint tenders". We read: <i>A joint tender is a situation where a tender is submitted by a group of economic operators (consortium), who will not be required to adopt a particular legal form.</i> Is the Temporary Association of Companies allowed as Joint Tender? In this event, the leader Company will be responsible for all the events included in the Tender, but any single event will be organized entirely by one of the Companies; each Company will be in charge of half the number of events. Each Company will invoice OLAF what they have organized (according to the sharing of competence among the parties of the joint tender).
A32	Please refer to section 5.3 of tender specifications "In case of joint tender, all economic operators in a joint tender assume joint and several liabilities towards the contracting authority for the performance of the specific contracts as a whole, regardless the division of tasks mentioned in the tender. No legal form is required for joint tender prior to the framework contract being awarded. However, the consortium selected may be required to assume a given legal form when it has been awarded the framework contract if this change is necessary for proper performance of the specific contracts. Please also be aware that statements such as "One of the members of the joint tender will be responsible for part of the contract and another one for the rest" or "more than one contract should be signed if the joint tender is successful" are thus not acceptable. It is also not possible that specific contracts under a framework contract be concluded only with some consortium members.
Q33	We would like to know if you could provide us with an estimate of how many participants in total are foreseen to attend the events during the duration of the Framework Contract.
A33	The number of participants might vary from year to year. A yearly planning with an estimation of participants is communicated to the contractor in due course. Please also refer to section 7 of the tender specifications (pag 6).
Q34	Would you please specify the approximate split in percentage between the categories of events (51-100 participants and over 100 participants).
A34	It is not possible at this stage specify the approximate split in percentage between the categories of events. See for further reference A33 above.
Q35	We are going to attend the tender in a joint group. The legal entity form has to be submitted by all members of the joint group or only by the tenderer duly authorised by the others?
A35	In case of a joint group, only the legal entity ("the leader") who will have full authority to bind the joint group and who is duly authorised by the others has to send the " legal entity form".

Q36	<p>Point 13.3 Section Three "Financial Offer" Could you please specify if the costs for:</p> <ul style="list-style-type: none"> · sending invitations by post · printing the programmes · on site assistance for delegates and participants (hostess and stewards) · Interpreters · Technical equipment and assistance · Video and Photo services <p>are included in the fees or are reimbursable?</p>
A36	<p>From the list in Q36, only interpreters, technical equipment, video and photo services are to be considered as reimbursable costs. Please refer to section 13.3 and foot note 3 at pag 14 of tender specifications.</p>
Q37	<p>Point 6.2 Provision of event kits "the contractor may be asked to prepare event kits". Could you please specify if the contractor has to provide personalized bags, bloc notes, pens etc?</p>
A37	<p>Please refer to section 6.1 of the Annex II in case the contractor is asked to create a consistent and recognisable visual identity for the event.</p>
Q38	<p>Concernant les profils clés de l'équipe, pouvons-nous proposer la même personnes pour tant pour un profil « EVENT » qu'un profil « COMMUNICATION / PR » si cette personne possède les deux compétences ?</p>
A38	<p>Oui, vous pouvez proposer la même personne si elle possède les compétences requises dans le cahier des charges.</p>
Q39	<p>Par rapport à la grille de prix, annex V, par rapport à la colonne « nombre de participants », il est indiqué 150 participants comme quantité. Devons-nous comprendre qu'il n'y aura jamais des évènements supérieurs à 150 participants ? OU devons-nous comprendre que ce chiffre est simplement indicatif ?</p>
A39	<p>Le chiffre est simplement indicatif.</p>
Q40	<p>La question Q8 était d'ordre général et la réponse se rapporte au cas A. devons-nous comprendre que l'hébergement peut se faire sur Europa ? Devons-nous comprendre que l'hébergement ne sera jamais sur Europa.</p>
A40	<p>L'hébergement peut être sur EUROPA.</p>
Q41	<p>In reference to the tender OLAF/D1/64/2014, can you please clarify what amount should be specific in Annex VIII: Simplified Balance Sheet under the heading "Amount of the tender (EUR)". Should we quote the amount as foreseen in the Tender Specifications in the case of a four year agreement i.e. 20,000,000.00Euro or should we add the amount that represents a one year contract ie 5,000,000.00 Euro.</p>
A41	<p>Please refer to section 16.1 of tender (pag.16) Tenderer should submit the simplified balance sheet including the data covering the last two financial years as required by the national law of the country where your company has its official seat.</p>

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