

CLARIFICATIONS TO FW CONTRACT NO CEFTA 2017-02

Travel and Event Organisation

Clarification request received on 8 December 2017:

Question 1

In terms of reference under the section 18.3 Technical capacity of the tenderer, it is stated that

The reference period which will be taken into account will be the last five years from submission deadline. Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

- The tenderer is requested to submit a list of maximum 15 principal similar projects carried out under the applicant's direct responsibility during the past 3 years proving merit and experience in the field of the services requested (see Tender Submission form, part of the tender dossier)"

Could you please clarify whether the reference period for previous experience is 3 years or 5 years from the submission of the deadline?

Question 2

One of the required documents specified in the ToR is "Annex-IV-Power-of-Attorney-CEFTA-2017-02". This document seems to be designed for consortium applicants only.

Do we need to fill it out if we are a single applicant? If yes, could you please elaborate?

Question 3

In the ToR, under "Annex 1: Quotation Form For Price":

- In activity A, B, D, E, F, H, M, should the price be for each participant or a lump sum for 1-15, 16-50, etc. Would the last column be the average per participant?
- In activity C, G, I, J, K, L, N, O, P, Q, S, R, T, U, V, should the price be for each participant or is it a per-event or per event/per-day price?

It would be helpful if you could provide the unit price for each activity listed in Annex 1 of ToR.

Also, please elaborate what the average column indicates for each activity.

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Reply to Clarification request received on 8 December 2017:

Question 1

Please refer to Corrigendum No 1 CEFTA 2017-02 published together with this Clarification.

Question 2

No, this document is to be completed only by consortia.

Question 3

Please refer to Corrigendum No 2 CEFTA 2017-02 published together with this Clarification.

The tenderer has to submit a flat rate which is not a price per participant but it is a fee by task. The fee shall be expressed in Euro. Column “average” represents the average fee (in EUR) for all assignments.

Please refer to the text in Annex 1:

The flat rate should cover all the Contractor’s honoraria in order to manage the contract as well as the Contractor’s commercial margin. Therefore, it covers inter alia the management team and supporting staff costs, all administrative costs (offices, communications, etc.), but it does not include the costs of the services rendered to the Contractor by third parties in order to enable him to deliver the outputs required under order or specific contracts.

The flat rate proposed by the tenderers is the maximum amount that may be charged in each individual assignment.

The maximum costs of the services rendered to the Contractor by third parties in order to enable him to deliver the outputs required under the order or specific contracts shall be specified in the financial estimate drawn up by the Contractor in reply to the request for services. Once approved by the Contracting Authority, these costs shall be included in the lump sum to be paid to the Contractor under each order or specific contract.
