



23 February 2015

Clarification No 2

Reference: Open call for tenders No EEA/COM/15/001

Title: Framework contract for the provision of events and exhibitions services to the European Environment Agency (EEA)

Question 1

In regards to Sample task 1 – Event (Annex 8)

- a) It is clear for us that the external costs for the merchandise item for the conference bag as well as the side activity should not be budgeted. However, shall we foresee the man-hours for the production management of the merchandise item and the organisation of the side activity?
- b) Invitation management: taking into consideration that this event will be organised by the European Environment Agency, as well as our commitment to sustainable event management, would it be also possible to consider a paperless distribution of the invitations (e-mail)?

Answer 1

a) Yes.

b) *In a real-life situation we would be prepared to consider this. However, in order to be able to judge all tenderers on the same basis, the sample event specifications should be followed when making the estimate, i.e. with mail-out of hardcopies.*

Question 2

In regards to Sample Task 2 – Exhibition (Annex 8)

- a) Do we understand correctly that external costs such as the costs for the two assistants at the stand, the travel costs for the consultant etc. should not be budgeted for this task, but only the agency fee for the organisation of the stand, the staff etc. should be budgeted?
- b) Should the agency fee also include the man-hours for the creative input (production management for merchandise item and layouts for the back wall posters)?

Answer 2

a) *Estimate should include costs for man-hours of senior consultant and assistants/secretaries, but not their travel and subsistence costs. Again, this is in order to be able to assess all tenders on the same basis, regardless of where in the EU they are located.*

b) Yes.

Question 3

In regards to the Price Quotation (Annex 5):

The Technical assistant / secretarial support staff category is not included in the financial template in annex 5. Can we add this to the template? And can we include it in the template?

Answer 3

No, it is sufficient to have cost for such staff as part of the sample cost for event and exhibition respectively, the rates do not need to be included in the price grid in annex 5.