



4 March 2015

## Clarification No 4

**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

Sample Task – EAGE Exhibition

Do we understand correctly that EEA will deliver text in electronic format for the panel content (under “Preparation”) for the submission? If not, shall we use “lorem ipsum”?

### Answer 1

*The sample task consists in preparing a cost estimate for the exhibition stand. We do not ask the tenderer to design actual posters, merely to calculate the man-hours they consider would be needed to do the job.*

### Question 2

Should the description of sample tasks in Annex 8 be included in Envelope 2 the Technical Offer or Envelope No 1 - Administrative Section?”

### Answer 2

*It should be included in the Technical offer, because its purpose is to help assessing the technical merit (please see Section 11.3.1, Award criteria - Technical merit, of Annex I, Tender specifications).*