

Malta, 10/08/2015

**Subject: EASO/2015/271: CLARIFICATIONS 6**

**6.1**

Q: Concerning the Standard Submission Form:

Can we leave out pages that are not relevant? Can we alter/brand our proposal, i.e. add content table and so on - while keeping the content 100% identical, or do we have to stick strictly to the EASO format?

A: The tenderers are required to include in their bid only the forms which are applicable to them. The tenderers shall use the templates as they are published.

**6.2**

Q: Concerning Form 9 Financial Proposal Form: It includes a column entitled "VAT% (if applicable)" > given the fact that EASO is exempted from VAT, why would we need to mention a VAT%?

A: As general rule EASO is VAT exempted by means of direct exemption in all EU Member States, except in Malta where VAT is paid and later on reimbursed by the competent Maltese Authority. Finally the mention of the VAT is necessary for the contract management: for Order Forms with a total amount below EUR 240 (VAT included), the VAT is paid to the Contractor.

**6.3**

Q: Table 6 – Contractor's Personnel only mentions "Event Assistant" > why aren't there any additional rows for the other contractor's personnel as defined in point 1.4.6 of the tender specifications, namely the "Contract Manager" and "Travel Manager" (the latter only for lots 2>6)

A: The services of the Contract Manager and of the Travel Manager are implicit costs of the contract management and they shall be sustained by the Contractor. EASO may order hours of services of the "Event Assistant" which shall be present at the required events.

**6.4**

Q: Given the fact that FORM 10, THE TECHNICAL PROPOSAL FORM (award criteria) is page-limited and the content precisely defined > in what section can we introduce our company and provide more background? Are any annexes allowed for instance with background information? Or with descriptions/visual materials of our suggested conference venues?

A: Only the tenderers' Technical proposal done using the Technical Proposal Form will be evaluated and received the quality points as described in paragraph 4.1 of the Tender Specifications.

**6.5**

Q: Concerning FORM 12 TECHNICAL/PROFESSIONAL CAPACITY OF THE TENDERER:

- the terms mention (p25) under selection criteria a) evidence for selection criterion 2.1: "...using related project reference forms (SSF12) during the past 2 years"

> on page 18, Form 12 no table-template is included to provide the conference/event references, can we decide ourselves on the format and extent of the "project reference forms"?

A: Please include the reference "Form 12 – Technical/professional capacity of the tenderer" when preparing the project reference forms.

#### **6.6**

Q: > can you define "past 2 years", meaning all projects carried out in 2013, 2014 and 2015?

A: Tenders can include the projects in the past two years, meaning from the second half of 2013.

#### **6.7**

Q: Financial Proposal form - Table 5: In Table 5 of the price list, it is requested to indicated the cost for local transportation (car-minivan-bus) per km.

Is this information correct? This is quite difficult to estimate since "per km" is not the common criteria to calculate the cost for transportation.

A: Tenderers shall present a price per km.

#### **6.7**

Q: Financial Proposal form - Table 6: In Table 6 of the price list sheet, it is requested to indicated the cost for an Event Assistant per "1 Person/Hour".

Anyway in Table 6 of the weighting table sheet, it is indicated "1 Person/Day".

Which information is correct? Should we indicated the price per hour or per day?

A: Tenders shall fill in only the Price List, the Weighting Table will be automatically populated. The correct reference is the one in the Price List.

EASO Contracts