

Malta, 17/08/2015

**Subject: EASO/2015/271: CLARIFICATIONS 8**

### **8.1**

Q: the column entitled "VAT% (if applicable)" of the Financial Proposal Form (Lots 2 to 6)

We do not understand the purpose of such VAT column for events to be organised under lots 2 to 6 (meaning in various countries but Malta). Since, as a general rule, and as you state under Q&A 6.2, EASO is VAT exempted by means of direct exemption in all EU Member States, except in Malta.

For example, how are we supposed to fill in such column for LOT3, under which events could be organised in 26 EU Member States and in Norway, Iceland, Switzerland and Liechtenstein? Indeed, the applicable VAT percentage is the one where the country is organised, but such VAT differs from one country to another ; how could we harmonize such VAT percentage per unit price of the financial form?

As a consequence, and since EASO is VAT exempted by means of direct exemption, will you consider valid the submission of financial forms under which this VAT column is left uncompleted?

A: For evaluation purposes of the FWC, net prices (without VAT) will be taken into account; during the lifecycle of the FWC, net prices will constitute the basis for price/service complimented with indication of VAT amount per specific project. Thus at this stage, the remark 'TBC' (to be confirmed) may be put in the VAT column for non-defined countries.

### **8.2**

Q: Service requirements - Should tenderers base their technical proposals on the requirements given under section 1.4 "Requirements for the Resources" or on those in 1.3. "Requirements for Event Organisation Services"? We ask as there are some differences regarding what is requested e.g. of the conference venues.

A: The technical proposal shall be compliant with all the requirements of the Tender Specifications. Paragraph 1.3 shall be read as an introduction to paragraph 1.4.

### **8.3**

Q: Language requirements of the contract manager

Could you please confirm that the contract manager for Lot 2 must have B2 English and *either* B2 French or B2 Dutch? And that for Lot 3, B2 English plus B2 of any other EU language is required?

A: Paragraph 1.4.6 should read as follows:

"The Contractor Staff will have at least three years' experience in the organisation of large scale international events and travel management and be fluent in English (all communication with EASO will be carried out in English) and another language useful for communication within the country where the event will take place.

The Contractor is expected to have a highly qualified team of staff working on implementing EASO's requests, at least:

1 contract manager,

1 travel manager (**only for lots 2 to 6**),

1 event assistant.

The Contractor is responsible for ensuring business continuity in all situations and guaranteeing timely arrangements to provide all the requested services.

Should EASO at any time be unsatisfied with the performance and/or behaviour of any member of the Contractor's staff, the Contractor shall provide a suitable replacement for the next request for services.

All the services requested for an event shall be performed under the responsibility and supervision of the Contractor.

The Contractor shall appoint a **contract manager** who is required to have at least 3 years' experience in high profile event organisation services and a good working knowledge of English (at least B2 level<sup>1</sup>) and another language which will facilitate communication with service providers for the execution of duties in the countries where EASO Events will be held according to the Tender Lot (1 – 6) being applied for."

Corrections are reflected in the consolidated version of the Terms of Reference.

EASO Contracts

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<sup>1</sup> For an explanation of the levels please see the Europass model CV at this link:  
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>