



Malta, 03 AUG 2015

Subject: EASO/2015/271: CLARIFICATIONS 2

2.1

Q: Please clarify what “Sufficient number of admissible tenders that meet the award criteria” means – does this imply that if there are not 3 contractors that meet the award criteria, the framework will stay under the same conditions?

***page 4/34 – Description of Subject of the Contract, Terms of Reference**

The framework contracts per Lot can be awarded to a maximum of three tenderers with the best scoring per award criteria. If there are less than three tenders that meet the award criteria, the framework contracts will be awarded either to one or two tenderers, depending on the number of tenders meeting the award criteria. The ranking will apply (see I.1.3 of model Contract)

A:

2.2

Q: Providing a “high quality conference venue including at least 2 halls which may be used the Plenary Sessions for up to 150 participants” is one of the requirements the potential contractor should do. Please clarify if the capacity of 150 participants is counted separately or together for the 2 halls?

***page 4/34 – Requirements for Event Organization Services, Terms of Reference**

A: Each venue proposed must have at least 2 meeting hall EACH able to accommodate at least 150 participants.

2.3

Q: “In the event that the contractor is not able to offer to EASO the required services, EASO reserves the right to send out a specific order to another service provider of its choice, independent of the framework contract” – please clarify whether the ranking system would stay under the same conditions, noting the fact if there is no sufficient number of contractors that meet the awarded criteria?

***page 19/34 – Implementation of the Contract, Terms of Reference**

A: This is the case when no one of 3 contractors per Lot is able to provide services.

EASO shall maintain the ranking system (see I.4.1 of model Contract) and contact contractor on next position.

2.4

Q: Also, please clarify the evidence for selection criterion 2.1, more concrete for Lot 4 where the criterion requires “at least 2 of the countries specified in the Lot with dates, type of the services provided, number of participants and clients, whether public or private, using related project reference forms during the past 2 years”; by this means

- At least 5 high profile national and international events involving more than 50 participants per country or in total?
- During the past 2 years is referring to 2013/2014 or 2014/2015?

*page 25/34 – Selection criteria documentation, Terms of Reference

A: Each of the 5 high profile national and international events need to have at least 50 participants in at least 2 countries specified in the lots (3,4,6) which are counted in total, not per country in the respective lot.

Reference to past 2 years means between July2013 - July2015 (publication of a contract notice).

2.5

Q: “Evidence for selection criterion 2.3 for Lots 2 - 6: Proof of possession of a valid IATA License (either by the Contractor or the office entrusted with providing the travel services.” – please clarify if the travel agency we are collaborating with which possess valid IATA License has to be a subcontractor or we only need to inform you in the bid that we cooperate with IATA certified travel agency and send you a proof of the certification?

*page 25/34 – Selection criteria documentation, Terms of Reference

A: The travel agency which will provide the travel services (transport and accommodation) needs to have a valid IATA license.

The travel agency does not need to be a subcontractor.

2.6

Q: “Prices shall be fixed and not subject to revision during the first year of duration of the FWC” – this applies to the prices of our fee management or the prices of the hotels? Or prices in general?

*page 27/34 – Selection three: Financial Proposal, Terms of Reference

A: This clause applies to the prices quoted in the financial proposal which will form Annex II of the Framework contract.

2.7

Q: With an emphasis on Daily subsistence allowances for countries outside the EU, please clarify the destination named “Federal Republic of Yugoslavia (Serbia and Montenegro)” contains some terms of change, since the Annex I is updated on 24.01.2002? In addition to that, how will Kosovo be ranked regarding the hotel ceiling in euros?

And if we have only one hotel in a country that meets all the required criteria and at the same time exceeds the hotel ceiling in euros how would the ranking system work then? Would we be disqualified because of exceeding the ceiling?

*page 23, General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission, COMMISSION DECISION

A: For the daily allowances and hotel ceilings we use the table for Federal Republic of Yugoslavia (Serbia and Montenegro) with the following: [Kosovo (As defined by United Nations Security Council Resolution). This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence].

In case of justified excess of hotel ceiling, ad-hoc decision may take place.

A:

2.8.

Q: In the Standard Submission Form number 10 (for For LOTS 2-6) it is mentioned that: "Each award Criterion should be described in a maximum of 3 A4 pages (Single spaces, Calibri font size 11 / Arial font size 10 / Times New Roman font size 11) or equivalent".

Please inform us whether the 3-page limit applies to each of the four (4) criteria included in the form, or if this limit also applies to the sub-criteria included under the main award criteria.

A: The reply to EACH of the 4 Award Criteria, including all the sub-criteria should be no longer than three (3) A4 Pages (*Single spaces, Calibri font size 11 / Arial font size 10 / Times New Roman font size 11) or equivalent*".

A Total of maximum 12 pages are expected for this section.

2.9

Q: Selection criteria 2.4 Lots 2-6 - Affiliation to a travel guarantee scheme

Our understanding is that the affiliation to a travel guarantee scheme is mandatory only for tour operators selling Travel Packages (which combines at least 2 services).

A travel agency, acting as intermediary and selling a single service (i.e. flight ticket), is not requested to have a travel guarantee scheme since the responsibility in case of delays/cancellations/etc. stays with the final service provider (i.e. airline). In fact, National Guarantee Funds protect only package travellers.

Could you therefore please let us know if this requirement is mandatory and if so, what kind of evidence (specifically) should we provide in order to meet the selection criteria?

A: The requirement is that the affiliation to a travel guarantee scheme is mandatory only for tour operators selling travel packages (combination of at least two services). Travel agency, acting as intermediary and selling single service (i.e. flight ticket), is not requested to have a travel guarantee scheme since the responsibility in case of delays/cancellations/etc. rests with the final service provider. However, in absence of such a travel guarantee scheme, tenderers are asked to provide a declaration assuming the responsibility to claim any compensation from service providers due to EASO.

Yours faithfully,

EASO Contracts