



Heraklion, 02/07/2013  
 ENISA/ADM/DCO/gz/2013/609

**CLARIFICATION TO TENDER: N° 01**

**“Events Organisation Services”**

**ENISA F-COD-13-T16**

**Questions & Answers**

<b>Q1:</b>	In Part 3: Hotel Accommodation, ANNEX IV-Financial offer (page 40), please clarify whether the price to be offered for the specific dates mentioned is for one room or for a group reservation? If for a group reservation, for how many rooms per night?
<b>A1:</b>	Your best price should be based on a single room basis and not on a group booking basis.
<b>Q2:</b>	<p>ANNEX IV-Financial Offer form          Part 2 Scenarios 1 and 2:          The financial offer template requires the tenderers to indicate the VAT percentage applied to each sub-total of service category which includes both the cost of the service and the fees of the contractor. However it might be the case that the VAT percentage of the contractor's fees is at a different rate from that of the VAT applied to the reimbursable cost of the service as this service is provided from a third supplier in a third country. How can we indicate a common VAT rate at .....% in all items comprising the sub-total? And which rate? The contractor's country of registration VAT? Are the tenderers expected to provide an analysis of the VAT subtotal of each service category?</p>
<b>A2:</b>	<p>The primary reason for requesting the VAT for each transaction in the scenarios is to clearly separate costs of the services from their taxes. This makes it easier for the evaluation committee to compare prices given by each tenderer.</p> <p>The situation in which the services are rendered in an EU country with a VAT rate of, let's say 17%, while the tenderer's own costs are subject to another EU country's VAT rate of, let's say 23%, does indeed create a problem as you mention.</p> <p>For the purposes of costing the scenarios, we therefore clarify that you only apply the rate of VAT applicable to the tenderer, based on the country in which they are domiciled for tax purposes.</p>

<b>Q3:</b>	Can you please indicate whether ENISA is a legal person registered in Greece for tax purposes with a Greek VAT and DOY (ΔΟΥ)? Can you please provide at this stage the invoicing details of ENISA from the services to be offered by the winning contractor?
<b>A3:</b>	<p>We confirm that ENISA is a legal person registered in Greece for tax purposes and does indeed have a Greek VAT number and is registered at the Greek Tax Office (ΔΟΥ) of Β' Ηρακλίου.</p> <p>The Agency has a tax exempted status in each EU member state and provides a specific exemption certificate for each invoice received.</p>
<b>Q4:</b>	In both Scenarios 1 & 2 please define more precisely the interpretation requirements: From language(s) to language(s)
<b>A4:</b>	For the purposes of BOTH scenarios, interpretation services are required from ENGLISH to FRENCH
<b>Q5:</b>	Scenario 2: Organisation of venue equipment as complete as possible: please specify more precisely if equipment is required for all rooms: Plenary room and 3 Breakout rooms?
<b>A5:</b>	For scenario 2, please replace the text: " <i>Organisation of venue equipment as complete as possible</i> " with " <i>Provision of technical (audio visual) equipment and support for the plenary room only</i> "
<b>Q6:</b>	Page 8 of the tender specifications describes the technical equipment specified in item 7 by presenting a non-exhaustive list of services. It is also mentioned that " <i>..... depending on the nature of the event, not all services in the current specifications may be relevant for all events</i> ". Can you please specify which services are relevant for the Scenario 1 and 2 and consequently should be calculated in the Financial Offer? In particular please specify if video conference facilities are needed for each scenario and what kind live or on tape?
<b>A6:</b>	<p>The text on page 8 of the tender which states: "<i>..... depending on the nature of the event, not all services in the current specifications may be relevant for all events</i>" is referring to the actual implementation of the contract and not to the tender offer or scenarios.</p> <p>For the purposes of BOTH scenarios, where it refers to "<i>Provision of technical (audio visual) equipment and support.....</i>" it is clarified that you should provide, as a minimum, the following as part of your offer(for the Plenary room only):</p> <ul style="list-style-type: none"> <li>• microphones (including lapel microphones) and full sound system;</li> <li>• multimedia projector including laptop computer;</li> <li>• screen for projector;</li> <li>• Technical support for duration of event</li> </ul>