



Heraklion, 15/07/2013
ENISA/ADM/DCO/dco/2013/660

CLARIFICATION: N° 02

“Events Organisation Services”

ENISA F-COD-13-T16

Questions & Answers

Q7:	<p>In reference to the ANEX IV, scenario 1 and 2. We kindly need a few clarifications.</p> <p>a). Both scenarios are without dates, which make it impossible to quote. Hotel rates change according to low/mid/high seasons, during congress periods, etc. Is it possible to give us specific dates of travel?</p> <p>b). In Scenario 1, I assume that we need accommodation for 7 persons in total (4 participants and 3 staff). Not for the rest of the delegates. Am I correct?</p> <p>c). Similar question for the Scenario 2, I assume that we need accommodation for 10 persons in total (5 participants and 5 staff). Not for the rest of the delegates. Am I correct?</p>
A7:	<p>a). For both scenarios, it should be clarified that the prices to be quoted will not be taken into account when applying the price formula in order to arrive at the final 'price points'.</p> <p>The information provided by each tenderer for each scenario (including prices) will be assessed in criteria 3 of the 'Qualitative award criteria' (see Part 3, Article 4.1 on page 29 of the Tender specification) you may therefore nominate a particular hotel and provide typical hotel prices during the business week without requiring to quote specific dates.</p> <p>b). Yes you are correct</p> <p>c). Yes you are correct</p>

<p>Q8:</p>	<p>In the Tenders Specifications part 2, paragraph 2.1 it is mentioned that the contractor will be fully responsible for organizing an online registration system for the event and managing the participants list, including all relevant information such as date & time of arrival & departure, special meals requirements etc.</p> <p>Please clarify the cost of this online registration system will be covered by ENISA every time created per event?</p> <p>The online registration system should also include fields for credit card or other methods of payments?</p>
<p>A8:</p>	<p>It is expected that the tenderer should provide at least a basic online registration system as part of their offer, in keeping with the level of service expected by ENISA.</p> <p>If ENISA requires added features to that which is offered by the contractor, the needed technical implementation may be provided by the IT services of ENISA.</p>
<p>Q9:</p>	<p>In the Tenders Specifications part 2, paragraph 2.7 it is mentioned that the contractor might be asked to make available an online event evaluation tool, preferably through the web. Again this cost of creating such a tool (if not incorporated on the online registration system) will be covered by ENISA?</p>
<p>A9:</p>	<p>It will be considered advantageous if the tenderer can provide at least a basic event evaluation tool as part of their offer, in keeping with the level of service expected by ENISA.</p> <p>If ENISA requires added features to that which is offered by the contractor, the needed technical implementation may be provided by the IT services of ENISA.</p>
<p>Q10:</p>	<p>In the Tenders Specifications part 3, scenarios 1 & 2 you will provide specific dates in order to include in our proposal our negotiated prices?</p>
<p>A10:</p>	<p>Please see answer 7 a) above.</p>
<p>Q11:</p>	<p>The tender specifications state that "the tender must provide evidence of enrolment (declaration or certificates) in one of the professional or trade registers, in the country of establishment". Could you please specify what does it mean for companies registered in Belgium and Ireland?</p>
<p>A11:</p>	<p>You may provide proof of affiliation with the chamber of commerce in the fields of endeavour of this tender.</p> <p>Alternatively you may provide your company's registration document which should state the areas of expertise in which your company operates. This should be sufficient.</p>

Q12:	<p>On Page 20 (point 12) of the tender states that "Tenders must enclose a confirmation that the prices given are valid for (90) ninety days from the date of submission of the tender".</p> <p>Does this mean that we have to provide a confirmation that the price quotes for the hotel accommodation, meeting venues and catering provided for the two scenarios will not change for 90 days?</p>
A12:	<p>It is hereby clarified that this is intended to apply to the fixed service fees which you will provide and not to prices which of course are out of your control.</p>