

CLARIFICATIONS TO TENDER: N° 01

“Provision of travel agency & events organization services”

ENISA P/14/09/AGA "

Question & Answers

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| <p>Q1:</p> | <p>REF: 1. Page 24 - " LOT 2: Provision of event support services: <i>"The annual contract value without this being binding for ENISA is estimated to be four hundred and twenty thousand (420 000) Euros annually and in any case strictly limited to a value of one million six hundred and eighty thousand (1,680 000) Euros over a maximum possible period of 4 years.</i></p> <p><i>and</i></p> <p>REF: 13 PRICE <i>Prices submitted in response to this Call for Tenders must be inclusive of all costs involved in the performance of the contract. Prices shall be submitted only in Euro and VAT excluded."</i></p> <p>What kind of costs are included in the annual contract value of four hundred and twenty thousand (420 000) Euros: - Only the cost for the service of the Service provider? or - The cost for the service of the Service Provider and the cost of all related External Services - like Accommodation, Catering, Material Production, Transportation, etc.?</p> |
| <p>A1:</p> | <p>The indicated amount of 420 000 EUR on an annual basis concerns the estimated turnover generated for the provision of the required services. Prices on the other hand concern the fees that you are likely to charge to provide the required services. The estimated amount of 420 000 EUR includes the full amount charged to the Agency that may be composed of fees to the successful bidder as well as fees to third party suppliers for the organisation of events.</p> |

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| <p>Q2:</p> | <p>REF: 2. Page 14: <i>"In 2008, ENISA held over 50 events or meetings..."</i></p> <p>Can we receive a List of the events in 2008? At what time normally is finalize the calendar of events for the next year?</p> |
| <p>A2:</p> | <p>ENISA plans its events on a quarterly basis. There are also events that may take place at short notice during the year to cover for any ad hoc needs. A list of past events is not necessarily guidance for future events.</p> |
| <p>Q3:</p> | <p>REF: 3. Page 22: <i>"For very small events with a quotation below 10 000 Euros..."</i></p> <p>How ENISA categorize the size of the events: - very small - below 10 000 Euros - small -Euros - mid-size - ... Euros - big - Euros - large - ... Euros?</p> |
| <p>A3:</p> | <p>ENISA does not have a formal classification of events according to their size. Nevertheless for events below a certain threshold as indicated in this question, conditions might vary.</p> |
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| <p>Q4:</p> | <p>REF: 4. Page 25: <i>"The Agency reserves the right to end the contract at any time, without any obligation to invoke the reason for it, at one-month's notice."</i></p> <p>How are going to be treated already confirmed events with execution date more than one-month?</p> |
| <p>A4:</p> | <p>The reply to this question depends on the conditions prevailing to termination and the reasons provided thereto. Practical arrangements could be agreed in case of early termination of contract.</p> |