



QUESTIONS AND ANSWERS PERTAINING TO OPEN CALL FOR TENDERS S2R.17.OP.01

Provision of strategic communications, editorial support, graphical, digital and events-related communications services

17/02/2017

LOT 3

	QUESTION	ANSWER
1.	Annex 4 Budget: For Lot 3, the budget table concerns only fees for potential staff. Are the costs for reimbursable items (travel, accommodation, equipment, venue...) not part of the total budget of Lot 3 and funded by another budget?	No.
2.	Location is not mentioned; do you have any preference or do we have to propose a location?	Up to the Tenderer, based on their case study example.
3.	Can you tell us if the event should last 2 or 3 days?	
4.	Regarding the format, can you tell us whether you need a structure of a programme or a complete and detailed one including contributors?	
5.	Regarding the budget, can you confirm that you just need the information only on the expenses for the staff contributing to the organisation of this conference and not on the equipment, venue, travel and accommodation costs...?	

	QUESTION	ANSWER
6.	Regarding the limited number of pages, do you mean A4 pages?	Yes.
7.	Regarding the limited number of pages, we need to provide information on the understanding of the requirements, approach and timeline and budget. Including this information in a 2-page proposal is quite challenging. Can you confirm what should be presented in these 2 pages, and if some parts of the case study proposal such as tables, possible illustrations or others could be placed in annex...?	Graphic contents, illustrations, tables, etc. may be provided outside the 2-page proposal.
8.	On page 12 of the tender specifications, it reads that “the S2R JU organises 1 event per year in Brussels ... and 3 others in other Member States”. Does the S2R JU organise the 3 events in other Member States also on an annual basis?	Yes.
	What is the average number of participants of these 3 events?	The major trade events attract over 100 000 visitors and S2R JU’s objective is to optimize attendance and interaction on their stand at these events.