



## 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

### LOTS 1, 2, 3 and 4

	QUESTION	ANSWER
1.	2.2.3.1 Planning and logistics: We understood we have to organise the travels and accommodation for relevant participants. Does these relevant participants include the event « delegates »?	No.
2.	2.2.3.1 Planning and logistics: Same question for the payment and reimbursement of costs linked to registration, travel and accommodation?	No.
3.	2.3.1 Contract management: 1. if we apply to several lots, can the contractor propose only one contract manager?	Yes.
	2. Can a contract manager be also the project leader of one lot?	Yes, if applying for one lot only.
4.	4.4.1 Evaluation of the award criteria: can you confirm that elements such as subcontractors' management mentioned in 2.3, the service level agreement (3.8) especially the quality plan have also to be described in the technical proposal as the description of the tasks implementation methodology?	Yes.

QUESTION	ANSWER
<p>5. Offers organisation and packaging: in case we want to apply to several lots, can you confirm how we need to organise these applications (several offers or just one including the various lots)?</p>	<p>This is described in Section 3 of the Invitation Letter, available here:  <a href="http://shift2rail.org/wp-content/uploads/2017/02/Invitation-Letter-S2R.17.OP_.01.pdf">http://shift2rail.org/wp-content/uploads/2017/02/Invitation-Letter-S2R.17.OP_.01.pdf</a></p>
<p>6. For the assessment of the technical and professional capacity, tenderers are requested to provide a “Brief presentation of the tenderer” that also describes the “formal qualification in its possession”. Can you explain how tenderers are expected to demonstrate “formal qualification”?</p>	<p>Tenderers may demonstrate formal qualification by any means they deem pertinent, depending on the lot(s) in response to which they choose to submit a tender.</p>