



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

10/02/2017

LOTS 1, 2, 3 and 4

	QUESTION	ANSWER
1.	Concerning the financial and economic capacity requirements (Section 4.3.2 of the tender specifications), could you please clarify what criteria tenderers need to meet (e.g. minimum turnover value for the last 3 years) to ensure fulfilment?	The annual turnover in the last three years must not have fallen below € 100 000.
2.	In Annex 1 “Tender Submission Form”, reference is made to: <ul style="list-style-type: none">• Subcontractors Declaration (Annex III)• Economic & financial capacity documents (Annex IV.a) Where can these annexes be found?	The correct references are as follows: <ul style="list-style-type: none">• Subcontractors declaration -Annex 3.a.• Economic & financial capacity documents (Selection Criteria – Economic & Financial Capacity) – as specified in Section 4.3.2 of the Tender Specifications. The relevant documents have been corrected accordingly.

	QUESTION	ANSWER
3.	Is the maximum total budget foreseen for each lot intended to cover up to 48 months of framework contract implementation, or 12 months, excluding renewals?	The maximum budget indicated for each lot covers the total maximum duration of each framework contract including renewals, <i>ei</i> 4 years.
4.	On page 20 of the tender specifications, the S2R JU requires a project leader for each lot; on page 19-20 you mention the contract management; the responsibilities of the assigned person include “Managing workflows for the website design...” Could you please specify the profile of this required person as the tasks indicate (s)he rather belongs only to lot 2 and not to all 4 lots?	Indeed, the requirement in question pertains exclusively to Lot 2. The profile should be that of someone having prior experience with workflow management, in any field.
5.	In the event of multiple tenders for several lots, should a general framework manager be provided in addition to, or instead of, the project leaders per lot? If so, which profile should this person have?	Whilst a single interface would ensure efficient contract management, tenderers are not obliged to propose a single framework manager in the event of multiple framework contracts. No specific requirement is prescribed for this role, other than that of being capable of ensuring optimal implementation of the ensuing framework contract(s).
6.	Could you please confirm that the contracting authority will reimburse expenses incurred for travel?	Where relevant, for activities performed outside the Region of Brussels, travel and subsistence expenses will be reimbursed pursuant to Articles I.5.3 and II.22 of the framework contract.