



S2R.18.OP.04: Provision of integrated information and communication campaigns, event organisation and public affairs services

QUESTIONS AND ANSWERS (section 3.2 of the invitation to tender)

**Open Procedure - S2R.18.OP.04
29/05/2019 (version 2)**

NB: in order to respect the confidentiality between the interested parties, questions submitted and answers provided must be written down in an anonymous way. Therefore, the S2R JU reserve the right to modify the question submitted by the interested parties or delete the parts are not consider to be written in an anonymous way.

QUESTION	ANSWER
1. Can you provide an indication of the average number of events, of each type, that contractors would be expected to support on an annual basis?	<p>The number of events planned will depend on the year. In 2020 for example, we have six events already planned (more possibly to be confirmed at a later stage). Out of these six events, three are major events. Two of these major events are biennial (<u>InnoTrans</u> and <u>Transport Research Arena</u>), which fall in 2020, making this a peak year for events. It means that in 2021 these events will not take place, but will take place again in 2022.</p> <p>With regards to the types of the event, these can range from organizing an exhibition stand at an external fair to the organization of a Shift2Rail conference and related networking activities for 300+ participants. Examples of two medium-sized events (with 100+ participants) we have</p>



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		organized this year include the Shift2Rail 2019 Info Day and the #HydrogenTrain workshop .
2.	Could you please clarify whether there is a word limit or a maximum number of pages for the technical offer?	We confirm that there is neither a limitation in the number of pages nor in the number of words for the technical offer. The same rule apply for the case studies presentation (section 2.6 of the tender specifications). Nevertheless, tenders must be presented following the structure and content indicated in section 6 of the tender specifications and include all documents requested.