



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
19/06/2019 (version 3)**

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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		<p>organized this year include the Shift2Rail 2019 Info Day and the #HydrogenTrain workshop.</p>
2.	<p>Could you please clarify whether there is a word limit or a maximum number of pages for the technical offer?</p>	<p>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.</p>
3.	<p>We would like to request the following clarifications with regards the tender price schedule (annex V of the tender specifications): Section II. Event Organisation - Line 149: <i>Management of travel and accommodation for participants and speakers</i>. Could you please clarify whether this cost should include the management of hotel/travel arrangements only, or also include the actual cost of the hotel/travel bookings, in addition to the cost of their arrangements? Could you please clarify whether the unit ‘person’ should be read ‘person/day’ or should it be considered a lump sum?</p>	<p>This item is linked to the services requested in section 2.3.1 (Preparation of the event) of the technical specifications, in particular <i>“providing all logistical support for the event, including shipping of materials and the organisation of travel for S2R staff and other participants as requested”</i>. In particular, only participants and/or speakers whose travel and accommodation is requested to be organised by the contractor must be included in the column D (“cost per unit”) as a fee for the management of those services (e.g.: fees for the provision of a list of the most economic hotels near to the event’s place, hotel reservations after the choice made by the participant, etc.). Therefore, costs to be paid for the hotel/travel bookings should not be included in the</p>



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		<p>price as S2R JU only reimburse travel and accommodation of event participants in exceptional circumstances and following S2R JU specific rules, which will not be in any case directly paid by the contractor or reimbursed by S2R JU to the contractor. As regards the “price per person”, we confirm that is a flat rate/lump sum per participant and/or speaker. This means that ONLY ONE PRICE PER PERSON has to be applied in lines 150 to 154 of the price schedule. In the course of the implementation of the framework contract (via specific contracts or order forms), the price indicated by the tenderer in the price schedule will be multiplied by the real number of participants of the respective event. For example, for an event of 150 participants, the price per person indicated in item “costs up to 200 persons” (line 153) shall applied and then multiplied by 150.</p>
4.	<p>We would like to request the following clarifications with regards the tender price schedule (annex V of the tender specifications) – Section II. Event Organisation, Lines 265-266-<i>Tower show case (0.50 x 2m) and Advertising tower (0.50 x 3.5m)</i>. Could you please confirm that the above two elements consist of the structure only of a display shower and that any additional element (screen/logo/image) requested to appear on the tower would be billed separately? Could you please confirm that the only difference between the above two elements is the height of the tower?</p>	<p>Please note that the two items represent different objects. The <i>Tower show case</i> is a transparent cabinet with shelves, where objects can be displayed, also know as a display cabinet. The <i>Advertising tower</i> is instead a tailor-made tower structure which can have four or more sides, and which can include printed or 3D content on them or an integrated screen. For the former <i>Tower show case</i> branding is not usual. However, for the <i>Advertising tower</i> we confirm that all additional design elements including the inclusion of printed logos/text/images, 3D content or an integrated screen would be billed separately.</p>



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5.	We would like to request the following clarifications with regards the tender price schedule (annex V of the tender specifications) – Section III. Public affairs services. The price list includes one line under that section for ‘Personnel costs’. Could you please specify the seniority level for this role?	This item of the price schedule must include the cost per unit (person/day) for the services not included in section I- <i>Horizontal staff and services</i> (lines 10 to 16). As regards the category, it is up to the tenderer to decide the category of staff and the price for the execution of those services.
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