

CLARIFICATION no. 1
Procurement procedure CEPOL/PR/OP/2014/002 – Travel Arrangement Services

Answers to questions sent by potential tenderers

No.	Question	Answer
1	Are all quotes to be provided in EUR or is it acceptable for them to be provided in GBP?	Please refer to section B.4. THE CONTENT OF THE FINANCIAL PROPOSAL, which states: "All prices must be quoted in Euros (EUR)"
2	If quotes are required in EUR is it acceptable to provide an approximate conversion for the quote required at the time of booking?	<p>Please refer to section B.2.3. CONTRACT PRICES AND PRICE REVISION, which states:</p> <p>"Prices for the provision of the services shall be as indicated in the tenderer's financial proposal (Annex III).</p> <p>Price revision</p> <p>The prices indicated in the financial proposal shall be fixed and not subject to revision during the first year of duration of the framework contract.</p> <p>Afterwards the prices may be revised as specified in ARTICLE I.3 – PRICES of the Model Contract (Annex I)."</p> <p>The tenderers are therefore advised that at the time of booking the prices (transaction fees) must be exactly the same as those quoted in their financial proposal during the first year of duration of the framework contract or, if applicable, the prices indexed in accordance with Article I.3 of the model contract. Any other changes to the prices will not be accepted.</p>

No.	Question	Answer
3	Can you please explain exactly what is involved in the validation process for authorising required trips?	<p>Authorised CEPOL staff member will check the following criteria with regards to the proposed travel options:</p> <ul style="list-style-type: none"> - Compliance with the rules of CEPOL; - Suitability of the travel against the requirements established by event organisers; - Comfort for traveller; - Value for money. <p>When the above mentioned criteria are met, the authorised CEPOL staff member will inform the travel agency that the travel booking has been approved.</p> <p>The above validation process will be applied for <u>all</u> mission travels.</p> <p>In case of participant travel and meetings, all flights with a cost of more than €400 and all accommodation where rates are above the ceilings established in the Mission Guide of CEPOL will be subject to validation by the Authorised CEPOL staff member as per the process described above. In addition, for flights with a cost below €400, every 10th flight will be subject to the same validation process; it is the Travel Agency's responsibility to request this validation.</p>