

CLARIFICATION no. 2

Procurement procedure CEPOL/PR/OP/2016/005 – Support services to CEPOL communication activities

No .	Question	Answer
1	Lot 1, given the wide range of services (20 different services as addressed in section B.1.5.a), the complexity of the requested award texts, and comparing to other similar procurement procedures in EU Agencies, could you please confirm that the 100,000 Eur ceiling for four years (e.g. 25,000 Eur / year) is correct?	Yes.
2	Lot 1, financial proposal. Could you please confirm that the prices in Annex III in the first table, for each of the 20 services, will not be compared among tenderers, given they are not part of the 'Price Simulation' table to be used for the financial evaluation (according to section B.7.2 of the Tender Specifications)?	Yes. The financial proposals will be assessed and compared on the basis of the price simulation scenario:. See the Tender Specification Section B.4.
3	<p>Regarding the above mentioned tendering procedure, in "ANNEX IV Declaration on honour on exclusion criteria and selection criteria":</p> <ul style="list-style-type: none"> • section 6 seems incomplete. Section references in points a, b and c are not specified, instead three [insert] appear. Is this correct? <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>(6) declares whether the above-mentioned person complies with the selection criteria as provided in the tender specifications:</p> </div>	<p>The Contracting Authority amended the declaration (Annex IV). You will be able to access the amended document by following this link:</p> <p>https://www.cepola.europa.eu/who-we-are/working-with-cepola/procurement</p>

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	<table><thead><tr><th>Selection criteria</th><th>YES</th><th>NO</th></tr></thead><tbody><tr><td>(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section [insert] of the tender specifications;</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>(b) It fulfills the applicable economic and financial criteria indicated in section [insert] of the tender specifications;</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>(c) It fulfills the applicable technical and professional criteria indicated in section [insert] of the tender specifications.</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>(7) declares that the above-mentioned person will be able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.</td><td colspan="2"></td></tr></tbody></table>	Selection criteria	YES	NO	(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section [insert] of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	(b) It fulfills the applicable economic and financial criteria indicated in section [insert] of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	(c) It fulfills the applicable technical and professional criteria indicated in section [insert] of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	(7) declares that the above-mentioned person will be able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.									
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4	<p>We’ve seen two different reference number for the project below. Can you confirm this is the same project and that the deadline is on the 23/08/2016?</p> <p>Many thanks for your support, Kind regards,</p> <table><tr><td colspan="4">195713-2016: Hungary-Budapest: Support services to CEPOL communications activities</td></tr><tr><td>Publication date:</td><td>09-06-2016</td><td>Deadline:</td><td>26-07-2016</td></tr><tr><td>Document:</td><td colspan="3">Contract notice</td></tr><tr><td>Authority name:</td><td colspan="3">European Police College (CEPOL)</td></tr><tr><td></td><td colspan="3"></td></tr></table>	195713-2016: Hungary-Budapest: Support services to CEPOL communications activities				Publication date:	09-06-2016	Deadline:	26-07-2016	Document:	Contract notice			Authority name:	European Police College (CEPOL)							<p>It is the same project. The first one is the original contract notice and the second one is the corrigendum. The deadline is 23.08.2016.</p>	
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5	<p>Regarding the above mentioned tendering procedure, I would appreciate it if you clarify which of the following is correct:</p> <p>1. Section C.1. CONTENTS OF YOUR TENDER, page 40 of the "website-events-tender-specifications-amended.pdf": quote</p> <p>Envelope B: Technical Proposal Technical proposal duly signed by the tenderer’s authorised representative on the front page and initialled on each page, in one original signed copy, clearly marked as “ORIGINAL” and one electronic copy on CD, DVD or USB.</p> <p>2. Section C.3 HOW TO PACKAGE YOUR TENDER?, page 42 regarding the contents of Envelope B: quote</p> <p>Envelope B containing one signed original and one copy of the Technical proposal and one electronic copy on CD, DVD or USB</p> <p>3. Annex IX - CHECKLIST OF DOCUMENTS WHICH TENDERERS MUST SUBMIT, page 2 regarding the contents for Envelope B:</p>	<p>Please submit it in the following way:</p> <p>Technical proposal duly signed by the tenderer’s authorised representative on the front page and initialled on each page, in one original signed copy, clearly marked as “ORIGINAL” and one electronic copy on CD, DVD or USB.</p>																

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	<p>quote</p> <p>2. Envelope ‘B’ contains:</p> <p><input type="checkbox"/> Technical proposal duly signed by the tenderer’s authorised representative on the front page and initialled on each page, in one original signed copy and one electronic copy on CD, DVD or USB-stick. Please use the Technical Proposal Form (see Annex II).</p>	
6	<p>With regard to the Financial Proposal, Services for Lot II, does the item 6 (equipment and technical assistance) include only the equipment design or even the rental?</p> <p>In this second case, we should need further details about type and number of equipments.</p>	Yes it includes both.
7	<p>With regard to the Financial Proposal, Services for Lot II, does the item 9 (conference material) include only the conference material design or even the printing?</p>	Yes it includes both.

No .	Question	Answer
	In this second case, we should need further details about type and number of products to print.	
8	<p>ANNEX III / FINANCIAL PROPOSAL / Services for LOT II.:</p> <p>7. Event promotion:</p> <p>Does the implementation of the strategy contain 3rd party costs e.g. media buying?</p>	No it does not include that.
9	<p>ANNEX III / FINANCIAL PROPOSAL / Services for LOT II.:</p> <p>22. Press relations support:</p> <p>Does the organisation of press conferences and trips for journalists/audio-visual producers contain 3rd party costs e.g. catering, rental costs?</p>	No.
10	<p>ANNEX III / FINANCIAL PROPOSAL / Services for LOT II.:</p> <p>27. Small-scale media events:</p> <p>Does the organisation of small scale media events, such as press conferences and press breakfasts or other events at European or national level (through the contractors' network of correspondents) contain 3rd party costs e.g. catering, rental costs?</p>	No.

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11	<p>PRICE SIMULATION / Lot II: Events management services:</p> <p>3. Management and follow-up of participants for an event up to 30 people:</p> <p>How many days does the event last? Does this task include the organisation of accommodation and catering (hotel and conference) for the participants?</p>	<p>The duration of events varies from one to several days. It does not include the organisation of accommodation and catering.</p>
12	<p>PRICE SIMULATION / Lot II: Events management services:</p> <p>4. Management and follow-up of participants for an event up to 200 people:</p> <p>How many days does the event last? Does this task include the organisation of accommodation and catering (hotel and conference) for the participants?</p>	<p>The duration of events varies from one to several days. It does not include the organisation of accommodation and catering.</p>
13	<p>PRICE SIMULATION / Lot II: Events management services:</p> <p>6. Creation of a PowerPoint presentation (input provided) based on the visual identity of CEPOL for which a charter and templates will be /conference provided to the contractor:</p> <p>Pls define the approximately length of the Power Point presentation (e.g. from 10 to 30 slides).</p>	<p>The costs are for the production of a PPT. We cannot define the number of slides at this stage.</p>