

Clarifications during tendering
F-SE-16-T18
Organisation of conferences and events
Questions and Answers II

Vienna, the *07/04/2017*
Ref: 2017-outgoing-*000521*

Reference: Open call for tender F-SE-16-T18 Organisation of conferences and events
Subject: Clarifications during tendering

Dear Sir/Madam,

We received questions of general interest from the tenderers. Please find herewith the answer to these questions.

Yours sincerely,

Michael O'Flaherty
Michael O'Flaherty
Director

Michael O'Flaherty, Director

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Question 3:

As two different dates are mentioned (i.e. 12.-13. Nov. and 12.-13. Dec.) – which is the requested date?

Answer 3:

Please see answer 2 of the set "Questions and AnswersI".

Question 4:

@ 6.1.: Should the plenary take place at a hotel or should it be at a separate venue? Are there any preferences?

Answer 4:

There are no preferences from the side of the contracting authority and – also in light of the number of persons to be seated (up to 450) - both solutions will be accepted.

Question 5:

@ 6.2.: Is the requested setting really "cocktail-style", which would mean high tables and the participants standing or on high-chairs or is it "cabaret-Style"?

Answer 5:

Indeed the seating of the max. 450 persons should be cabaret-style (round tables and seating arranged throughout the plenary with an open end toward the stage, allowing a clear view of the presentations).

Question 6:

@"subcontracting" Does the term "subcontracting" also apply to basic third party services like hotel, catering etc. or does this only refer to organisational services?

Answer 6:

Section 13 of the Tender Specifications (permitting subcontracting, but with full liability of the contractor towards the contracting authority) describes the rules for participation in the tendering procedure, but not for reopening competition for the provision of services after awarding framework contracts. For the latter the contractors can use subcontracting for all specific services which will be requested by the contracting authority in the context of specific contracts.