

**OPEN INVITATION TO TENDER****AO/DCM/CF/Professional conference organiser/020/16****Cedefop Clarification – Questions and answers (4)**

Question 1

Having thoroughly read the tender specifications and related annexes, we would appreciate if we could have your feedback on a few points:

a) Project Management (page 15)

Could the project leader have a more supervising/monitoring role and be excluded from the role as the main contact point for all administrative and operational communications? In this case the project manager having the role of the main contact point (required in 5.2) could it be one of the 3 project managers required in 3.2.2 or does it have to be a separate person?

b) Documents and conference materials (page 25)

It is not totally understood if conference material is to be provided by Cedefop (already designed and produced) or is to be designed and produced specifically for each event. We assume that a mix module of both depending on the event's size and impact will be adopted. Is that so?

c) Documents and conference materials (page 25)

Referring to graphic design work for the preparation of events' material, is that to be undertaken by the PCO or is there a specific collaborator for all of Cedefop's graphic design tasks that the PCO will work closely with?

d) Documents and conference materials (page 25)

Similar question as above referring to the web developer, and in particular the use of an existing web platform developed by Cedefop or the need to proceed with the creation of a new website for each event.

e) Facilitation/moderation (page 26)

Is there an estimation of how many of the annually planned events will require the services of a moderator/facilitator?

f) On-site secretariat (page 29)

Regarding reimbursement formalities & procedure described, will this involve solely the documentation procedure for reimbursement which will be done by Cedefop on a later stage?

g) Technical and professional capacity (page 38-39)

Team Leader's and Project Manager's experience: does this have to be exclusively as working for/in a PCO company, or can proved experience in the events management sector be also acceptable (ex. specific position/role in an institution)?

h) Subcontracting/Subcontractors (pages 41-42)

Does this also somehow involve the providers/suppliers to be used for the realization of the events? (ex. hotels, catering, audiovisual equipment provider etc.)

Cedefop answer 1

a) Please refer to points 2.1.2. and 5.2. of the tender Specifications. It is clearly stated that we do not require the project leader to be the main contact point for all administrative and operational communication but one of the project managers.

b) In principle, Cedefop provides its conference organiser with the corporate design features (Cedefop logo and all elements related to the visual identity of an individual event). In exceptional cases however, the contractor may be requested to provide layout solutions (e.g. to layout an agenda in a neat professional way).

c) Graphic design work for the preparation of event material is undertaken by Cedefop or its graphic designer. The PCO will not be required to produce design solutions.

d) The tender specifications clearly state that event websites are "created by Cedefop and hosted on Cedefop web portal platform". The contractor will only be required to maintain the website and to upload content to the site.

e) Generally, the events requiring the services of a moderator/facilitator should not exceed three per year.

f) Yes, the contractor's staff is required to collect all necessary signatures of participants as well as all supporting documents (complete file). The reimbursements are processed after the closure of each event by Cedefop's Financial Service.

g) Please refer to point 3.2.2. of the tender Specifications where the requirements are stated in terms of experience and not related to positions/departments within particular types of companies:

- The team leader must have at least five (5) years of experience in leading a team providing Professional Conference Organiser services.
- Each of the 3 project managers must have a least three (3) years of experience in providing Professional Conference Organiser services. ...

h) No, point 4.2 relates to subcontracting of PCO services and tasks and does not involve providers/suppliers used for the realisation of events such as hotels, catering etc...