



OPEN INVITATION TO TENDER
AO/RES/JK/Travel Agency services/011/14
Travel Agency Services
Request for Clarification (4) – Questions & Answers

Question No 1

*In Annex O - Request for trips you mention the following:
Please send us by return e mail at least three of the cheapest flight offersetc.*

Should those flight offers be sent by e mail? Or should they be included in the technical proposal?

Cedefop's answer to question No 1

The flight offers should be included in the technical proposal and not sent by email.

In Annex O tenderers can find the standard electronic forms that will be used for the communication between Cedefop and the contractor.

Question No 2

In Annex H – Financial offer form, subtotal 1 should be the sum of fees per transaction x 80% and subtotal 2 should be the sum of fees per transaction x 20% or should we take into consideration the average of 400 trips yearly and mention a total yearly cost?

Cedefop's answer to question No 2

In Annex H as well as on pages 28-29 of the tender dossier, it is clearly described how tenderers should prepare/present their financial offer, i.e. subtotal 1 is the sum of fees (A1-A4) x 80% and Subtotal 2 is the sum of fees (B1-B4) x 20%. The TFO (Total financial offer) is the sum of the two subtotals.

The average yearly number of trips indicated by Cedefop is factual as regards the present situation and purely indicative for the future.

Question No 3

In Annex O it is written:

1) TRAVELLING ARRANGEMENTS:

“Please send us by return email at least three (3) of the cheapest flight offers (economy class, ref: Art. 3.4 and Art. 7 of the Mission rules)”

Can you please inform us where the Art.3.4 and Art.7 can be found?

Cedefop’s answer to question No 3

These articles are to be found in Annex L – Cedefop Guide to Missions.