

Call for tenders FPI4/2013/EUBRCP2
Frequently Asked Questions

Last update 26/09/2013

Question 1: On the co-financing, on Page 4, the sentence: **“The European Union will contribute funds for the development of the activities on a co-financing basis.”** has a type fault because the co-financing basis is no longer applicable ?

Answer: Indeed, there is a type fault on page 4 because the European Union will fund entirely the activities. There is no co-financing and the awarded tenderer will sign a service contract with the European Union, not a Grant Agreement.

Question 2: How many events is the Tenderer required to organise?

Answer: On page 7, the number of events for the objectif 1 is mentioned: *The programme during its 4-year operation will aim to organise event(s) of each components, up to **sixteen** (16) in total, about 4 per year in accordance with the agreed annual work plans.*

On page 9, the number of events for the objective 2 is: *The contractor shall organise, in agreement with EETO, **two** (2) outreach activities to promote EU solutions and competencies (e.g. low carbon/ environmental engineering, research and technology / ICT, etc) as stand-alone events or side events at trade fairs or conferences.*

Question 3: Page 13, **“2.9 Requirements: Information on the Programme must clearly mention that the Programme is managed and financed by the European Commission. *No reference shall be made to the contractor’s own company or organisation or to any other associated companies or organisations.*”**

For instance, can the tenderer do:

1. When organizing an event for this programme, is it allowed to list the tenderer as the subcontractor of this programme in the communication materials?
2. When organizing an event for this programme, is it allowed to do the advertisement with the Tenderer's logo, banners, and roll-ups (listed as the subcontractor)?
3. When organizing an event for this programme, is it allowed to show the Tenderer member companies' logo, roll-up, according to the nature of the event?
4. On the website of this programme, it is allowed to put the Tenderer's logo and Tenderer's news of related events?

Answer: In the case of a service contract, no logo, banner, publicity of any kind should be displayed. The European Union is entirely funding all the activities. In addition, the mention "Financed and managed by the European Union" should be displayed in the website and all

communication material relating to the Programme.

The Programme should comply with the European Commission rules for visual identity. See http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

Question 4: In the budget format excel file, it is noted in “5 Provision for incidental expenditure: any air travel must be by economy class with long distance train travel may be by 1st class.”

We would like to know, if it is possible to pay an event speaker with air travel by business class?

Answer: The European Commission accepts the reimbursement of flight ticket in economy class only. You can of course pay air travel by business class but the reimbursement will be based on a quotation made by your travel agency for a flight ticket in economy class.

Question 5: Do you think the project could start in 2013?

Answer: The service contract should be signed before 31 December 2013. The project will start in 2014.

Question 6: Do you have any specification to bind the documents?

Answer: The offer should be sealed. The technical offer should be separated from the financial offer, the latter one being inside another sealed envelope.

Question 7: For the payment, in the Contract Notice, “Section III: Legal, economic, financial and technical information, III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them: 20% prefinancing at the signature of the contract. Interim payments are paid equal to 20% of the total amount for fees and fixed overheads, with a technical and financial report. Payment of the balance at the end of the programme with a final technical and financial report.”

We would like to know for example, on the basis of € 600,000 as a budget, which scenario is correct:

1) € 120,000 (20%) is for the prefinancing, € 120,000 (20% of the overall budget) for the total Interim Milestone payments (for 3 years = 60%), and € 120,000 (20%) for the final report.

or

2) € 120,000 (20%) is for the refinancing, for the Interim payments, it is 20% of the total Fees (including overheads) plus real effected Incidental Expenditure (events expenses...), and € 120,000 (20%) for the final report.

Answer: The model service contract explains the payments in pages 4-7. The contractor shall submit an invoice for an interim payment equal to maximum 20 % of the total amount for fees and fixed overheads and the expenses linked to the reimbursable eligible costs for the relevant period. Only the prefinancing (which will be of € 120,000 (20%)) will not include reimbursable costs as the project has not started yet.