

Q & A's

Q) Do we have to pay any interim amount to apply for this tender?

A) There is no application amount for sending in proposals for the tender.

Q) Do we have to enclose the following document in the technical bid also?

<https://eeas.europa.eu/sites/eeas/files/declaration-honour-en.pdf>

You should initial the [Exclusion & Selection criteria- Declaration of honour](#) and [Model Contract](#) and send along with the financial and technical proposal as specified in the [Tender Specification](#).

Please note that submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

Q) Do we have to also enclose a presentation in the technical bid?

A) Tender specifications mentions that the agency needs to provide the following under technical information:

- Annual turnover
- Number of staff
- Number of years of experience
- Number of accounts
- Core Team members and their CVs/qualifications (see terms of reference point 5) .

Besides this organization background can be provided . Any other point, if relevant can be added. Please also add what will be the time commitment from each of the core member for the account.

Q) Any other documents (need to be provided) apart from the ones that is mentioned here:

https://eeas.europa.eu/sites/eeas/files/social_media_specifications_ver_1.3_march_9.pdf

A) You should initial the [Exclusion & Selection criteria- Declaration of honour](#) and [Model Contract](#) and send them along with the financial and technical proposal as specified in the [Tender Specification](#).

Q) What do you mean by "Professional high res video" - what kind of videos you are looking at?

Q) Professional hi-res Video (7-8 min), on demand by EUD is to be produced under the contract. (to be shot in Delhi/NCR). This is apart from the regular videos (using mobile, DSLR etcetera) which are part of the regular scope of work. Any professional video which requires hiring of cameras and professionals will be charged as extra.

Q) What all documents to be needed for the technical specification .

A) Tender specifications mentions that the agency needs to provide the following under technical information:

- Annual turnover
- Number of staff
- Number of years of experience
- Number of accounts
- Core Team members and their CVs/qualifications (see terms of reference point 5) .

Besides this organization background can be provided . Any other point, if relevant can be added. Please also add what will be the time commitment from each of the core member for the account.

Besides technical proposal, a financial proposal has to be shared as per the [Tender Specification](#)