

Brussels, 16/01/2025

Tenderer questions *Call for tender - Multiple framework contract in cascade for event management, event design and event branding*

Question 2:

We note that the form doesn't specify how the points for the pricing are calculated. We understand from the last page of the ToR that "Quantitative award criteria (40%)" refers to the pricing score, and the weighting is 60% for the quality. Would you be able to share the formula on how the pricing score is calculated?

Answer:

Calculation Method for Quantitative Criteria:

- The financial offer is worth a total of 100 points.
- There are 14 sections in the financial form where prices can be offered. Each section can earn up to 7.143 points (7.143 x 14 sections = 100 points).
- The total points earned from the financial offer are then weighted at 40%.

Calculation Method for Qualitative Criteria:

- There are 4 qualitative award criteria, each worth up to 25 points.
- The total points from these criteria are weighted at 60%.

Evaluation Formula:

$(\text{Points from Qualitative Criteria I+II+III+IV}) \times 0.6 + (\text{Total Points from Quantitative Criteria}) \times 0.4$

Question 3:

In the "Instructions" section of the Price List it is mentioned that the services offered at market price are given as a percentage. However in the pricing list cells H84 and H85 are formatted as decimals. Should we change the format to a % in our submission?

Answer:

Yes, cells H84 and H85 should be presented as a percentage.

Question 4:

There is no “Total” in the Pricing List tab, so we just wanted to check if you could confirm whether you’d like us to indicate a sum there in order to give the total price of the financial offer.

Answer:

Since we did not provide an estimate of the quantities required for each type of service, specifying a total would not accurately reflect the actual costs of organizing an event. Therefore, you are not required to provide any totals.