

Brussels, 21/01/2025

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

### **Question 5:**

**Is it possible to make the draft contract explaining the “modalities of implementation of the framework contract in cascade” (page 2 of the specifications) available?**

#### **Answer:**

Unfortunately, due to limited internal resources, the draft contract will not be available before the tender deadline. However, a brief explanation of how a framework contract in cascade operates can be found on page 2 of the tender’s specifications. To elaborate further, the implementation of this FWC will proceed as follows:

ALDE Party will order services by sending an order form to be signed to the Contractor who is ranked first in the cascade. Within 4 working days, the Contractor must either:

- (a) send back to the contracting authority the order form duly signed and dated, in paper format;
- or
- (b) send an explanation of why it cannot accept the order form.

If the Contractor fails to accept the order form or does not meet the deadline, the ALDE Party reserves the right to assign the order form to the next Contractor in the cascade. Repeated refusals to sign order forms or repeated delays in returning them may constitute a breach of the Contractor's obligations under the FWC, as it will be outlined in the contract's termination terms.

### **Question 6:**

**Can you confirm - with the correction in the Annex I - Financial Form (i.e. Catering Services are Market Price based and therefore no pricing should be given) - that the formula for the Calculation Method for Quantitative Criteria should be based on 13, and not 14 sections?**

#### **Answer:**

Yes, this is correct. No price has to be given at this stage for those cells that mentioned market price, and indeed, the method of calculation will be based on 13 and not 14 sections. The document in which this question was addressed previously has been corrected. The excel file has been updated too.

### **Question 7:**

**Can you confirm that the number of pages for the methodology (2 pages for 8 services) is indicative and that additional information about service methodology can be annexed to the proposal?**

**Answer:**

The limit for the pages for the methodology is not indicative and should be respected. However, we have increased the limit to 5 A4 pages with the cover excluded. All documents have been updated accordingly.

### **Question 8:**

**Budget Clarification: Could you confirm whether the grey sections labelled "market price" should remain empty or if they need to be completed?**

**Answer:**

That is correct. As mentioned in the instructions included in tab one of the financial form, costs at market price will be reimbursed on the basis of the real costs, accompanied by originals (or copies of the invoices) and do not need to be quoted in the price list.

### **Question 9:**

**Catering Line Item: We noticed that, despite being labelled as "market price," this line is not highlighted in grey, and a price is requested. Could you confirm if this is intentional? Additionally, could you provide further details about the type of catering service you would like us to budget for (e.g., a small event, a walking dinner, or a seated high-level dinner)?**

**Answer:**

The financial form was updated on 17/01/2025, and the update included this correction, you can download the new version on the website. You do not need to submit a price offer for the catering services since they are indicated as market price, and those do not require a price offer at this stage of the call for tender.