

25SC15 – INVITATION FOR BIDDING - Q&A

29/09/2025

Q: Could the authority clarify what units should be used for the quantity column (regarding Annex A-3 Price Offer). Should bidders enter the number of personnel, number of man-days or should this be treated as a single lump sum?

A: Thank you for your question, we understand this form might not be the most appropriate one. Please treat the column as a single lump sum with a quantity of 1 for each.

Q: The contract award is based on the "Lowest Price, Technically Compliant" bid. To ensure a fair and equal comparison between bidders with different national VAT regulations (including companies with specific exemptions for training services, such as the QUALIOPI certification in France), could the Authority please confirm if the "Lowest Price" will be determined based on the total price excluding VAT or including VAT?

A: the Lowest Price will indeed be determined based on the **total price VAT EXCLUDED**.

Q: The technical offer will be evaluated on items such as "Understanding of the mission" and "Expertise of the dedicated team", which account for 20% of the total score. Could the Authority provide more detail on the specific metrics or expectations that will be used to assess these qualitative criteria?

A: As stated in IFB Part 1 Article 16.B.5(a), the bidder shall demonstrate his overall understanding of the requirements stated in the IFB, and outline its methods in a narrative, concreted manner and with appropriate level of details.

The evaluation of sub-criteria “understanding of the mission”, “understanding of the tasks”, and “understanding of the objectives” will be based on the narrative provided in the technical offer.

The evaluation of sub-criterion “expertise of the team” will be based on the evaluation of experience within the main fields in which the team is supposed to intervene (event categories).

Q: Part I, Page 9, A. Administrative Documents, Para 9 States: *Certificate from a bank institution proving that the bidder and its proposed sub-contractor(s) is/are-was/were not subject to bankruptcy over the last three (3) calendar years*

Please can the Authority confirm they will accept a formal DUNS Report? which covers these requirements

A: We confirm that we accept all official documents certifying that a company is/was not subject to bankruptcy over the past 3 calendar years.

Q: *Contracts listed may include those entered into by the Government, agencies of state and/or local governments, civilian/military organizations, non-profit entities, international organizations and/or commercial concerns. If the customer is the government/military/International organization, a certificate issued by the competent authority is required.* Our examples are mainly Military (including EUROCOPRS). Please can the Authority confirm what they mean the “certificate” as underlined? This is not something we have come across in other bids, nor is it something provided by most clients

A: Thank you for underlining this point. **We do not require any official certificate**; however, you can provide any kind of supporting document (confirmation of work, e-mail, etc). In case you do not have any, Annex A-4 will be considered in the light of Annex A-2’s declaration of authenticity and accuracy, and we will reserve the right to verify the declarations with listed customers.

Q: We have noted a potential discrepancy between two articles in Part I of the IFB document:

Article 16.h.(1) on page 10 indicates that the submission should include: "The Signature Part of the Contract (certified digital signature)."

However, Article 17.b on page 11 states: "The signature part of the contract is hand-signed and sent in its original format."

Could you please confirm which method is required for the Contract Signature Page?

A: Thank you for underlining this discrepancy and sorry for the mistake. **Please send the Contract signature page hand-signed in original format (no scan).**

18/09/2025

Q: Please confirm if budget is planned as Firm Fixed Price, with bidders to include Per Diem/Travel. Or is Per Diem/Travel to be invoiced separately on production of actual receipts when invoicing?

A: Budget is firm fixed price, with per diem and travel included.

Q: Grey Cell requirements are not clear. Please can you confirm if these individuals are 'double hatted' members of the team (Event Managers etc), or separate. If separate, please can you confirm how many Grey Cell are required and what exact dates they are needed for? Please also confirm if these Grey Cell individuals have been included in the budget?

A: The Grey Cell is double hatted, it can be members of the team like the Event Manager. They are included in the Budget. Additionally there will be also SME for Grey Cell input provided by MPCC. (2.a.(5))

Q: Can EC HQ confirm if they will accept an electronic copy of the bid, rather than post/hand-delivered? We would be grateful if you could confirm whether a secure electronic submission via email would be considered a permissible alternative.

A: Unfortunately, our firewall sometimes block e-mails from external sources, especially with attached documents, so we cannot guarantee that we will receive electronic submissions. For this reason and until this problem is fixed, we have to request bids by post-mail or hand delivery. However, we can extend the bid closing date if deemed necessary.

Q: If no, will EC HQ accept the company emailing a Confirmation of Postage receipt as proof that the documents were submitted at least 3 days prior to the deadline and that the Company will not be made uncompliant if the documents do not arrive on time due to delays in the courier processing?

A: The bids should be **delivered to HQ EC before** the bid closing date. In case of late delivery, the bids will not be considered, unless the delay cannot be attributed to the sender. For international shipping, we would recommend to take at least five days to ensure the delivery on time.

As mentioned before, the bid closing date can be extended upon request.

Q : At the time of bidding, Bidders must hold a valid EU Secret Facility Security Clearance.....Does the entire Media Team require EU SECRET, or only selected positions?

A: The security clearances are requested for all personnel dedicated to the 2 contracts task performance.