



Clarifications on the procurement of services for Organizing EC Day 2016
Tender reference no. 1106/STC/14.07.2016

Following the request submitted by S.C. Atu Advertising S.R.L. no. 2184/25.07.2016 in Romanian, please take into consideration the clarifications provided below by the Contracting Authority in English, as stated in Instructions to tenderers, point 4: Content of tenders - *Offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English.* Also, please bear in mind the provisions of the Instructions to Tenderers point 2 – Timetable, where the *deadline for requesting clarification from the Contracting Authority was 24.07.2016.*

Question 1: The event will be organized outdoors or indoors?

Answer: The event will be organized preferably outdoors, requiring the Contractor to provide a *'stage, seating arrangements, sound system with speakers, lighting etc.'*, and *'the location in Dr.Tr.Severin has to be agreed upon with the Contracting Authority beforehand'*, as stated in the Terms of Reference (ToR), page 6. Activity 2: Organisation of the EC DAY Event.

Question 2: The bands must be of specific musical genres, already established?

Answer: According to the Terms of Reference, page 6, activity 2, we require *'1 music band representing Serbia and 1 music band representing Romania (approximately 60 minutes long concert/band)'*. Also, *'the artists will be selected with the approval of the Contracting Authority'*. The bands need to appeal to the target group of the event, mainly the general public.

Question 3: The minimum number of chairs must be 500?

Answer: Yes, please provide a minimum of 500 seats, because our target is of at least 500 participants to the event, as stated in the ToR, page 6. *Activity 2.*

Question 4: The access at the event will be free, with tickets, or by invitation?

Answer: Being a European Union funded event, the access is free.

Question 5: Who is the official organizer of the event?

Answer: The official organizer of the event is the Contracting Authority – the Regional Office for Cross-border Cooperation Timisoara.

Question 6: Who is in charge with the approval and the authorization of the event from the local public authorities? (City-hall, Fire Unit, Police, Ambulance, etc.)

Answer: As stated in the ToR, page 5, 4.2. Specific work, LOT 1: *'in order for the event to run smoothly, all authorizations will be obtained beforehand by the Contractor with the support of the Contracting Authority'*.



Question 7: Who is the target group and what is the eligible area for the distribution of flyers and posters?

Answer: As stated in the ToR, page 5, `4.1.3 Target groups:

The general public, the media representatives, potential applicants and beneficiaries from the eligible area in Romania: Timis, Caras-Severin and Mehedinti Counties and in Serbia: North Banat, Central Banat, South Banat, Borski, Branicevski and Podunavski districts`.

For flyers and posters, the distribution is done in the eligible area of Romania and Serbia, as described in ToR, `4.1.2 Geographical area to be covered: Eligible area of the Interreg-IPA CBC Romania-Serbia Programme: in Romania – Timis, Caras-Severin and Mehedinti counties; and in Republic of Serbia – North Banat, Central Banat, South Banat, Borski, Branicevski and Podunavski districts`.

Question 8: The CVs of the key experts can be submitted in Romanian language?

Answer: The CVs of the key experts must be submitted in English, as stated in the Instructions to tenderers point 4: Content of tenders - *Offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English.*

Question 9: Where services are subcontracted, is it necessary to present in the tender that specific documentation that proves the expertise of the subcontracted team – team members – and do we need to justify with documents the expertise of the subcontracted company?

Answer: As mentioned in the Instruction to Tenderers point 3:

- e) The tenderer must intend to **provide the majority of the services itself** but if the tenderer intends to subcontract one or more parts of the contracted services, this must be clearly stated in the Organisation and Methodology and the Tender submission form. For this purpose, individual experts recruited for the project as key or non-key experts are not regarded as subcontractors.
- f) All subcontractors must be eligible for the contract.
- g) Subcontractors cannot be in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide.
- h) If the offer includes subcontracting, it is recommended that the contractual arrangements between the tenderer and its subcontractors include mediation, according to national and international practices, as a method of dispute resolution.

Question 10: What are the deliverables for activities like: distribution of flyers, distribution of posters (how are we to justify these activities, with what type of evidence?)

Answer: The deliverables could be: delivery/media plan, photos, protocols of distribution etc.

Question 11: We do not have all the required annexes – III and IV (there is documentation for the last one, but not a standard form).

Answer: The annexes can be downloaded from the www.romania-serbia.net website, the Transparency – Public Procurement section.

Direct link:

<http://www.romania-serbia.net/wp-content/uploads/procurement/15.07.2016/Tender%20dossier%20EC%20Day%202016.rar>

Yours sincerely,


Anca Lolescu

Executive Director

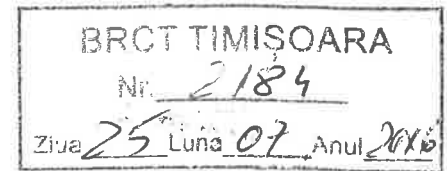
RO CBC Timisoara



Drawn up by:
Daniel Stanoievici
JS Consultant
RO CBC Timisoara



From: Atu Advertising <office@atu.ro>
Sent: 25 iulie 2016 13:04
To: Stanoievici Daniel
Cc: catalin.radu@brct-timisoara.ro
Subject: Re: Invitation to tender 1106/STC/14.07.2016



buna ziua,

am dori sa ma trimitem cateva intrebari de clarificare pentru solicitarea dvs:

- evenimentul va fi in aer liber sau in interior?
- formatiile trebuie sa fie de anumite genuri muzicale stabilite deja?
- scaunele la eveniment trebuie sa fie min 500?
- accesul la eveniment va fi liber, cu bilete sau invitatii?
- cine este organizatorul oficial al evenimentului?
- cine se ocupa de aprobarea si autorizarea evenimentului de catre autoritatile publice locale? (autorizatie de la Primarie, ISU, politie, ambulanta etc)
- care este publicul tinta (ne ajuta in definirea propunerii de band-uri) si aria eligibila pentru distributia flyerelor si a afiselor
- CV-urile expertilor pot fi in limba romana
- Acolo unde serviciile sunt subcontractate, este necesar sa prezentam in documentele de licitatie acte care sa dovedeasca expertiza echipei subcontractate - e membrilor echipei - si trebuie sa justificam cu documente expertiza companiei subcontractate
- care sunt livrabilele pentru activitati precum: distributie flyere, distributie afise. (cum ar trebui sa justificam, cu ce tip de dovezi, aceste activitati)
- nu avem toate anexele: nu am anexele III si IV (pentru ultima exista ceva documentatie, dar nu o gasesc ca si anexa IV in format standard).

va multumesc anticipat pentru disponibilitatea de a ne raspunde la intrebarile de mai sus.

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On 7/15/2016 5:26 PM, Stanoievici Daniel wrote:

Good afternoon,

We are pleased to invite you to participate at the tender organized by the Regional Office for Cross-border Cooperation Timisoara, for the procurement of services - **Organizing the European Cooperation Day 2016, Ref no. 1106/STC/14.07.2016.**

I attached to this email the invitation for your company and the tender dossier, which can be also downloaded from the [Interreg-IPA Cross-border Cooperation Romania-Serbia Programe website.](#)