

Document	Section	Question	Answer
RFP	Section 5.1	Please outline what must be included in the Legally signed Tender Letter, if different from Appendix 3 – Declaration of Honour?	The tenderletter gives you an opportunity to briefly introduce your company, to state your interest in the assignment and to explicitly confirm your compliance. Not just by understanding the formal requirements stated in the declaration of honour, but also by understanding the practical implications as a contractor, in accordance with all aspects of the assignment. You can also explain your deviations on the prescribed/suggested documents of proof within your Tenderletter.
RFP	Section 5.5	“The Tenderer represents that the individual submitting the Legal entities proposal, is duly authorized to bind its entity to the Tender as submitted. The Tenderer also affirms that it has read the RFP and has the experience, skills and resources to perform, according to conditions set forth in this RFP and the Tender. The Tenderer must be represented by its Legal representative who has to sign the legally signed Tender letter, that should be added as part of the Tender.” Can you confirm if the legal representative can be the Company Secretary or do we need to seek a lawyer?	Usually the CEO of a company is authorized to legally bind the company. The authorization of the CEO (or another company employee) has to be proven by (for example) an extract from the chamber of commerce from which the authorization of the CEO (or other employee) can objectively and legally be checked. It is possible for a legal representative (like the CEO) to authorize other employees to sign on behalf of the company and to legally bind the company. It's up to you to proof this upon request.
RFP	Section 6.4	“Tenderer has to be registered in the professional and/or trade register kept in their Member State. Tenderer can proof this by supplying an extract from the Commercial Register (or similar).” Can you confirm that registration with Companies House in the UK will suffice here? We are not registered with any other professional/trade register here in the UK.	This doesn't seem to be an accredited Chamber of Commerce (as a part of the British Chambers of Commerce). Please explain in the Tenderletter to what extend "Companies houses" provides similar objective information with regard to your company.
RFP	Section 6.4	“Tenderer has a sufficient insurance or will be sufficiently insured (starting January 1st, 2019) against occupational/professional risks and legal liability. To proof this, Tenderer must submit an insurance policy that provides cover for at least EUR 1.500.000,- per event per year. When it doesn't possess such an insurance yet, a statement from the insurance company, in which the insurance company declares that such an insurance will be concluded at the latest January 1st, 2019, is sufficient.” Can you confirm which insurance type is required here? Currently we have the following cover: Public liability, Employers liability & Professional liability	This seems sufficient. Please discuss this with your insurance company. We will ask for proof of sufficient insurance (policy/agreement/statement) after the award notification.
Appendix 1	Pg 1	Please explain what information is required in the “Legal Form” field?	It refers to the legal entity of the company, like a BVBA in Belgium, a GMBH in Germany, a LMTD in the UK and so on.
RFP	Section 2.3	You mentioned in the RFP that your agency point of contact should be preferably near one of your locations in London or Paris. My question is about the word 'preferably' – are you suggesting that being located let's say in Prague could mean negative points? Or in other words, how important the location is for you? Let's say you have two agencies of same qualities, one is in Prague, the other in London but the Prague's one is 3x cheaper i.e. with higher BVFM. Would it mean that the Prague's agency can still win even though not located near you?  What's the added value of being near you? These days cooperation is done globally through technology and so location does not matter. Or is it because you expect to hold personal meetings with the agency during the contract?	Yes, an agency that isn't located near our locations in London or Paris can win. We preferably work with an agency near any of our locations but it is not necessary. It's up to Tenderer to describe (see section 7.2 Q2 - Working method) how Tenderer will execute the assignment with respect to our wishes. The added value of being located near our offices is, that its sometime helpful to work in the same room (within limited time after the request), since it is sometimes necessary. We do indeed expect the agency to be in a personal meeting (when requested). If asked, we will compensate Tenderer for its travel expenses.
RFP	Section 2.3	We are preparing the offer and we have some questions regarding organisation and financial part... Our proposal would be to operate services for EIT from one central location (in Central Europe) with having required "point of contact" serving London and/or Paris located in Brussels. We need to know your idea of how often our experts will have to travel? All travel costs should be included in the hourly rate?	We cannot exactly indicate the amount of times we will request a personal meeting. Last year it was less than 10 times. We will reimburse travel expenses at 0,35 per kilometre (car) or at reasonable economy rates (Train/bus/plane).
		Nous sommes un groupe de personnes hors France, consultants reconnus comme expert en Marketing, Communication et Management dans le secteur des services depuis plus de 15 ans. Nous souhaitons proposer notre candidature au marché public intitulé "Design creative services" de EIT Digital IVZW.  Par conséquent, nous vous saurions gré de bien vouloir nous informer si notre statut est éligible pour soumissionner.  Dans l'attente de votre retour, nous vous prions d'agréer, Monsieur, l'expression de nos sentiments respectueux.	It is possible to submit an offer as a Tenderer in any legal form (as described in section 5.1) as long as Tenderer meets the requirements as set out in the RFP.