

EIT Digital IVZW - RFP Event Agency – EIT Digital Annual Conference, Partner Event and General Assembly (COPEGA)



Note of Information February 18th, 2019

NOTIFICATION - Since the Note of Information is published on February 18th we will give tenderers the opportunity to submit their Tender until February 28th at 17.00 CET.

Number	Document	Section /Page nr.	Question	Answer
1	RFP	4.4 /p.12	Handling accommodation and travel bookings: should the contractor book and pay the reservations or only assist with the booking?	We only expect the agency to assist with the bookings and in negotiating fixed prices (blockprice reservations at hotels). In general train/flight reservations or payments are not part of the scope.
2	RFP	4.4 /p.12	Will (some of) the speakers/moderators receive a fee for their intervention?	This can be possible, but only very few selected ones. As a default (except for the moderator) they are not paid. If a speaker/moderator does get paid, this payment will come out of the COPEGA budget. A maximum of 2 speakers may be paid to appear on stage. EIT Digital expects the agency to allocate a reserve of around EUR 10.000,- for unforeseen expenses like these.
3	RFP	4.4/12	May we know why the service of live streaming is not included in the tender specifications as it seems a relevant service to offer. May we suggest it?	No, we prefer people coming to the venue instead of staying away. Livestreaming to other rooms within the venue however is a necessity.
4	RFP	4.4/12	We see that the the scope does not require us to manage participant registrations. How much time in advance may we receive lists of participants and dietary requirements?	To be clear we do expect the agency to manage the participant registration and to use / provide a registration platform of its own. If necessary, EIT can provide a registration platform (as a back-up). It should be realtime available to both the Agency as EIT Digital.
5	RFP	4.4/12	Must we develop a communication strategy and plan or will that be handled by another provider?	Communication plans/strategy will be developed and provided by EIT Digital.
6	RFP	4.4/12	May we assume that for bigger or tailor-made booths, companies will bring their own stands?	No, our policy is equal treatment for all - so "one size fits all". Anything that has to be build on site, is expected to be delivered by the agency.
7	RFP	6.4.2/21	In Section III (Legal, Economic, Financial end technical information).1.2 it is stated that creditworthy should be proved by providing a Dun&Bradstreet (or similar) report that indicates a low risk profile. Would a bank statement suffice for this proof, or do we really need that D&B report?	We prefer Tenderers to prove their creditworthiness by providing a Dun&Bradstreet (or similar) report. However you are free to provide proof by other means, as long as you also prove why the choosen document is similar to and as thrustworthy as a Dun&Bradstreet report. The risk of a non-sufficient report/statement lies with Tenderer.
8	RFP	6.4 / 21	Under the section "Qualitative requirements" at point 2, the tenderer is required to submit a report by Dun&Bradstreet or similar to prove its ability to make prepayments on behalf of the Contracting Authority. Could a bank reference letter confirming the solid economic situation and creditworthy of the tenderer be accepted to fulfil that qualitative requirement?	See the answer on question 8.
9	RFP	7.1 /22	Should the visualization be part of the 2 A4 pages allowed per sub-criterion or can we foresee an A3 page in addition to the 2 A4 pages per sub-criterion ?	Tenderers are allowed to use the A3 page as an addition to the 2 A4 pages per sub-criterion.
10	RFP	7.1 /22	Number of pages: "Tenderers must adhere to the maximum number of A4 as indicated per sub-criterion". Does it mean that for each subcriterion the maximum number of page is two (2) A4 or for each criterion?	The maximum number of pages is 2 A4 per subcriterion, so the maximum amount of A4 pages to be submitted is 6 (Q1 = 2, Q2 = 2, Q3 = 2).
11	RFP	?	Is there a concept of honor?	It's not clear what your question is, but the "Declaration of honour" that has to be filled in and submitted within the Tender is Appendix 3.
12	RFP	12	What digital event tools are needed for the events?	Livestreaming plenary session presentations from the auditorium to other rooms (3) within the venue building. Real time B2B matchmaking platform for registrants. Real time online interaction/survey tool (eg. Slido) used only during select discussion items. The agency is not required to have the digital tools in their own tool pack. E.g. the matchmaking tool used last year (Brello) was purchased from the tool provider, but was paid from the COPEGA budget.
13	Appendix 12	n.a.	How was feedback collected and analyzed at past events?	It was not systematicly collected. The only feedback was randomly given by participants trough oral testimonials at the end of the event.