

QUESTIONS AND ANSWERS PERTAINING TO THE OPEN CALL FOR TENDER

IMI.2017.OP.209
 “IMI 10th Anniversary Campaign”
 Date: 15/12/2017

	QUESTION	ANSWER
1.	<p>Could you please clarify how the Part E - Financial offer must be presented and if there is a form to be filled in? In addition, could you please specify if the financial offer must be presented as a global price offer or split in different items? If yes, could you please clarify which are these items?</p>	<p>A model Financial Offer, which constitutes Annex 5 of the Tender Specifications, has now been uploaded on the IMI2 JU’s Procurement webpage. The relevant sections of the Tender Specifications updated accordingly.</p> <p>This Financial Offer should provide a detailed breakdown of the prices associated with each item requested by the IMI2 JU in Section 2.2 of the Tender Specifications.</p>
3.	<p>For the creation of campaign messages, is our understanding correct that you are looking for at least three alternative campaign slogans, from which you will eventually select one?</p>	<p>As written in the tender specifications: ‘The supplier should come up with strong messaging for IMI’s 10th anniversary campaign. This should include at least three powerful campaign slogans which will underpin and connect together all communication activities during the campaign.’ The final number of messages which will be used during the campaign will be agreed with the IMI programme office.</p>
4.	<p>You mention, in section 2.2.4 of the tender specifications, that the final number of videos will be decided in agreement with the IMI. Can you specify up to how many videos this may potentially include; this will be a factor to be considered in the financial offer.</p>	<p>‘There should be at least six videos including testimonials from the following IMI project participants:</p> <ul style="list-style-type: none"> - small and medium-sized enterprise - academic - patient - industry representative - regulator

		There should also be at least one testimonial from a person (e.g. from the European Commission) who was involved in the creation of IMI.'
5.	Technical and professional capacity criterion A1 requires as evidence references and links to 3 projects. Does this mean that tenderers have to submit references and links for at least 3 projects or for exactly 3 projects?	The tenderer should submit references and links for at least 3 projects.
6.	To our understanding, no electronic copy is required. Please confirm.	No electronic copies are required.
7.	Could you please specify how should the outer envelope be marked?	<p>As specified in the invitation letter, the tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT"</p> <p>The outer envelope should bear:</p> <ul style="list-style-type: none"> - The following reference: <p style="margin-left: 40px;">CALL FOR TENDERS IMI 10th Anniversary Campaign - IMI.2017.OP.209 IMI2 Joint Undertaking</p> - And either the postal or physical address of the IMI2 JU, depending on the means of submission (post, courier or hand delivery), as indicated in the chart featured in the invitation letter: http://www.imi.europa.eu/sites/default/files/uploads/documents/work-for-us/procurement/Invitation_letter_IMI.2017.OP.209.pdf

8.	In point IV.2.6 of the TED notice, the validity period is mentioned to be 4 months. In Point 5 of the invitation to tender, the validity period is 6 months. Please clarify.	The validity period is 4 months. The invitation letter has been corrected accordingly.
9.	Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications. To our understanding, no form is provided in tender specifications, so each tenderer should use its own template. Please confirm.	The IMI2 JU confirms this assumption.
10.	In point 3.2.2 of the tender specifications, the tenderer must have the necessary economic and financial capacity by complying to the F1 and F2 selection criteria. Please specify which evidence is required to be submitted at this stage (annual turnover statement and professional risk indemnity insurance). To our understanding, no form for annual turnover is provided in tender specifications, so each tenderer should use its own template. Please confirm.	The declaration of honour on exclusion criteria and selection criteria features a section on selection criteria (at the end of the document). After contract award, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.
11.	Concerning the completion of the declaration of honour by subcontractors, is there an option for them to answer “NO” in the selection criteria questions (about economic and financial capacity and technical and professional capacity) if they don't fulfill the criteria in sections 3.2.2 and 3.2.3 by their own?	Tenderers, members of a consortium or grouping and subcontractors are free to submit additional pages to the declaration of honour, explaining, where relevant, which criteria they do not fulfil on their own.