

Open Tender Clarifications 2 and Corrigenda 1 and 2

European Banking Authority Tender: Procurement Procedure for the Provision of Travel Arrangement Services to the European Banking Authority (EBA/2012/019/OPS/SER/OP)

Date: 8th June 2012

No.	Document Reference	Questions	EBA Response
1	Tender Specifications	<p>Just looking at both Mission Scenarios 1 and 2, dates for both are based for April and May 2012.</p> <p>For the purposes of attaining the most competitive and accurate pricing can you please clarify amended future dates that you want the scenarios to be based upon.</p>	<p><u>Corrigendum 1: Tender Specifications:</u></p> <p>B.3. The Content of the Technical Proposal (p.18 and p.19)</p> <p><u>Mission 1: Please note the dates have been changed. The amended dates are as follows:</u></p> <p>Date(s) and time of meeting: Starting: 3 July 2012 at 10.00 Ending: 3 July 2012 at 13.00</p> <p>Outbound travel: 2 July 2012, depart late afternoon/early evening</p> <p>Inbound travel: 3 July 2012, departing mid afternoon</p> <p><u>Mission 2: Please note the dates have been changed. The amended dates are as follows:</u></p> <p>Date(s) and time of meeting:</p>

			<p>Starting: 24 July 2012 at 09.00 Ending: 25 July 2012 at 18.00</p> <p>Outbound travel – 23 July 2012 departing late afternoon</p> <p>Travel from Paris to Madrid – 24 July 2012 departing around 16.30</p> <p>Travel from Madrid to London - 25 July 2012, departing around 18.30</p>
2	Tender Specifications	<p>Tender Specifications – B1.3 - The tenderer shall provide one travel booking staff member at its main business premises who will be dedicated to the provision of travel agency services to EBA” – Please advise if this is negotiable?</p> <p>Tender Specifications B.3 - Mission Scenarios – As the dates in each scenario have passed, it is impossible to provide accurate pricing/evidence for comparison – please advise.</p> <p>Annex 1 – 14.2 - payment shall be made no later than 30 days from receipt of the invoice” – please advise if these terms are negotiable?</p>	<p>No, this is not negotiable.</p> <p>Please see the answer to Question no. 1.</p> <p>No, this is not negotiable.</p>

3	<p>Tender Specifications</p>	<p>Hotel Bookings:</p> <p>Do you require a <u>pre-payment service</u> via the TMC, or do travellers pay for hotels direct (at check-out)?</p> <p>Flights:</p> <p>The quoted figure for flights. Does this mean flight tickets or actual flight sectors. E.g. A simple return journey (one ticket) comprises two flights?</p> <p>Commitment Number:</p> <p>Is your commitment number normally a unique number per trip?</p> <p>Or can one commitment number cover multiple trips?</p> <p>Hotel Database: (ANNEX VI Section 5, 5.1)</p> <p>Your statement: “Wherever possible, staff should book accommodation through the hotel database (Annex VI) If necessary, they can seek assistance from the travel agency”</p> <p>But, Annex VI appears to me to be the Identification of the Tenderer document. Please clarify (Do you maintain your own hotel database? Do you mean that staff should use the travel agency database</p>	<p>No pre-payment service is required as travellers pay for all hotels at check out.</p> <p>The figures given for the actual volume of flights refer to flight bookings consisting of either return or one way flights. Please note that the majority of flight bookings consist of return flights.</p> <p>No, one commitment number will cover multiple trips.</p> <p><u>Corrigendum 2: Annex XI (Section 5, 5.1) EBA Mission Guide:</u></p> <p>Please note the following amendment to the text of Section 5.1: Staff members do not book accommodation directly.</p> <p>We can clarify that EBA (EBA Mission Office) books the majority of its accommodation needs through its travel agency i.e. the travel agency is requested to make the hotel bookings. EBA does not maintain its own hotel database but does use the European Commission hotel database as much as possible as EBA has access to special rates at certain hotels. The names of the preferred hotels will be made</p>
---	-------------------------------------	---	---

		of preferred hotels?)	available to the selected travel agency. If these hotels are not available or are too far away from the meeting venue, the travel agency can suggest and book other hotels close to the meeting venue. In the EBA Mission Guide, Annex VI is a link to the European Commission's list of preferred hotels.
--	--	-----------------------	--

4		<p>Following a discussion between Dawn Murphy (our Chief People Officer) and Andrew Goodwin, we have been reviewing the tender for travel arrangement services.</p> <p>It is normally our policy not to bid unless a prior relationship exists between Portman and the issuer or the tender. Given this, I wonder if you would be available for a brief meeting or discussion over the telephone, so we may find out a little more background information.</p>	<p>Please note that the tender dossier and all information relating to it, including background information, possible corrigenda and answers to requests for clarification, is available for downloading from the EBA website at http://eba.europa.eu/Aboutus/Procurement/Current-calls-for-tender-60000.aspx</p>
---	--	--	--

5	<p>Tender Specifications</p>	<p>Q1. Within Annex XI – “EBA Mission Guide”, in Section 5.1 you make reference to an Hotel Database as the first resource Staff on Mission should use. As an alternative/secondary option you ask Staff to contact the contracted Travel Agency should they need to book accommodation.</p> <p>Can I have more details on this database please and the propensity of staff to use it as opposed to contacting the contracted Travel Agent?</p> <p>Q2. Within the “related documents & links” (http://www.eba.europa.eu/Aboutus/Procurement/Current-calls-for-tender-60000.aspx) there seems to be a duplication of one document and the subsequent omission of another.</p> <p>I’m referring to Annex IV and Annex V – which appear to both be “Declaration of Honour” – one in “.pdf” and the other in “.doc” format(s), with the “Financial Capacity Form” missing.</p> <p>Can you please clarify whether I need to complete the Financial Capacity Form and if so where do I find this?</p>	<p>Please see the answer to Question no. 3.</p> <p>The relevant page on the EBA website has been corrected and all necessary documents and annexes are available.</p> <p>Yes the Financial Capacity Form has to be completed.</p>
---	-------------------------------------	--	---