|  |  |  |
| --- | --- | --- |
|  | **HQ EUFOR J8****PROCUREMENT CONTRACTING OFFICE** Butmir Camp, Building 22571210 IlidzaFax: +387 33 495707 |  |

**BILLBOARDS PRINTING AND ADVERTISING**

**for HQ EUFOR Camp Butmir**

**Publication reference:**

HQ EUFOR/BILLBOARDS PRINTING AND ADVERTISING/2016-SV/008

The following clarification questions have been received, followed by the Contracting Authority’s answers:

**CLARIFICATION 1 following questions:**

Q1. At the Content of bids, in part 10.1 “A technical bid consisting of…under line 2. you asked for «Copies of supporting documents proving that company is holding approval…». Considering that is a very large amount of papers, can we give you statement that we have all the necessary supporting documents…and if we get a job, we will than deliver full documentation to you ?

***A1. As per Instructions to Bidders, Article 10. Content of bid, sub article 2. requested copies of supporting documents are to be submitted from one of the listed authority that your company is holding approval from.***

Q2. If not, can we present the documentation of our partnership companies, which shows that we are lessee of the panels?

***A2***. ***As per Instructions to Bidders, Article 10. you have to provide list of locations where your company is possessing advertising panels. Whether you own or lease the space is irrelevant. We have to be informed about locations your company can offer.***

Q3.The bank insurance with amount of 1000 BAM. Do you need it with the bidding offer or do you want it before 01 November 2016 at 11:00?

***A3. Please, follow Instructions to Bidders, Article 10. Content of bids.***

Q4. Annex II, Terms of references, under 2b, you asked that panels must be 2,38 x 5,10m. Can we offer panels with 4x3m which is also 12m2?

***A4. Dimensions mentioned under Annex II, Terms of references, under 2b, are requested dimensions, however your proposed dimensions are acceptable.***

Q5. Do you need list of all our locations or just one that will be in offer as you specified (inside of city or outside the city)?

***A5. As per IFB, Annex II, Terms of references, Article f), List of locations, 25 in RS and 25 in Federation as minimum is required (located equally inside cities - outside cities for each RS and FBiH. You can offer more locations, but only 25 in RS and 25 in FBIH will be selected for the campaign.***

Q6. You asked that all the locations must be available before reservation. What do you mean by that? You did not specify the date of starting campaign so we cannot hold the location free for 2 years. When do we do reservation of panels? After signing the contract or at the beginning of the campaign?

***A6. In accordance with IFB, Annex II, Terms and references, 3. General requirement, under c) and d). Reservation of panels shall be done before each campaign.***

Q7.You asked for photos. Do you want it on CD or printed?

***A7. In accordance with IFB, Annex II, Terms and references, 2. Specific requirement, under j), photos could be provided on CD.***

Q8. Annex 5, Financial offer, for the unit price, do you need offer for one location with discount or for all 50 (25 for RS and 25 for Federation)?

***A8. In accordance with IFB, Annex V, financial offer: the unit price (for different campaign duration) should reflect estimated quantities of 50 billboards as indicated in Annex II, TOR.***

Q9. Multiple questions were submitted in reference to the language of documentation, certification of copies, translation of documents, etc.

***A9. Please, follow Instructions to Bidders, Article 8. Language of bids and procedure, however bellow listed documents shall be accepted in local language:***

***Copies of supporting documents (issued by local authorities), Company registration documents, VAT registration document and Balance sheets (could be submitted in local language but have to be certified copies).***

***Official translation is not required, however each translated document has to be accompanied with certified copy of original document.***

Q10. How old the documentation can be?

***A10.*** ***Latest version of documentation is required.***

Q11. Given that the bidding dossier stated the 15, 30 or 45 days advertising (as stated in the Annex V of the bidding dossier), we would like you to notify us whether is acceptable to submit the offer based on weeks (2 or 4) i.e. based on 14, 28 and 42 days advertising?

***A11. The above stated/offered advertising periods are acceptable, however, since different than the once required in IFB and listed in Annex V, those should be offered on separate sheet and marked as offered (12, 28, 42 days).***

HQ EUFOR J8

Procurement and Contracting Office