

Organising Committee Commonwealth Games 2010 Delhi
RFP for appointment of Event Management Agency for QBR- *Response to Bidder Queries*

S.NO	Section Reference	Query	OC Response
1.	Section 4 Clause 3.2	Is the Tenderer required to provide toilet facilities for the Public audience?	No
2.	Section 4 Clause 3.2	Is the Tenderer required to provide changing facilities for performers?	Changing facilities are available in Buckingham Palace - Liaison with Buckingham Palace will determine which rooms are allocated for this purpose.
3.	Section 2 Clause 7.1.1	Can the EMD of GBP 7000/- be paid by Demand draft in INR @ Rs 75/- per GBP by parties registered in India	Yes
4.	Section 3 Clause 8	Are bidders expected to provide costs only for the time charges, professional fees and expenses required to deliver this project? Are bidders expected to provide a comprehensive budget break down for all goods and services listed under Section IV – Scope of Work? There are various lines within Form 6 – Commercial Bid that refer to “Miscellaneous Expenses”. What is to be covered by these “Miscellaneous Expenses”?	Everything mentioned in the Scope of Works has to be budgeted for. No claims for any additional items outside the scope of work can be made. Miscellaneous expenses mean such expenses whose costs could not be indicated elsewhere in the proforma.
5.	Section 3	Is it possible to have an editable electronic copy of Section III – Contents of the Bid? If not, should bidders recreate the various forms included in Section III?	Bidders can recreate the various forms themselves.

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6.	Section 4 Clause 2	Is the figure of GBP 200,000 to cover agency time and fees only or is this the anticipated overall production budget to cover all goods and services listed under Section IV – Scope of Work?	The amount mentioned as GBP 200,000 is only indicative. All services listed in the scope of works are to be provided for and costed accordingly
7.	Section 4 Clause 3.2	Please advise whether bidders are expected to present creative concepts at this initial tender stage. If so, which section of the Bid should these creative concepts be included in?	Bidders can submit a generic concept keeping in mind that the ceremonial portion of the production is governed by Buckingham Palace
8.	Section 4 Clause 3.2	No mention is made of 'Stewarding and Security' in the description of goods and services that are to be provided by the Tenderer. Are these services excluded from the scope of this tender?	The Security inside the Palace will be the job of Palace Security. Liaison to be done with Palace authorities for further clarifications. The services of ushers will be required.
9.	Section 2 Clause 7.1.11	<p>Is a testimonial acceptable in the place of a 'completion certificate' for the 2 key turn events, festivals, arts related projects? Some client contracts are strictly confidential. Can a copy of the signature page only of signed contracts with clients be included?</p> <p>Does the GBP 170, 000 'fees paid for each assignment' refer to the agency fee or the overall project budget for the 2 key turn events, festivals, arts related projects in the city of London?</p>	<p>In case companies can not give photocopies of contracts on account of confidentiality clause, they can provide a certificate from the buyer indicating the nature of event, the total value of the contract, date of contract and confirmation that the contract was satisfactorily performed.</p> <p>This refers to overall project cost of the turn key event.</p>

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10.	Section 2 Clause 7.3.1	In addition to the Commercial Bid Summary, is it acceptable to provide a detailed breakdown of the final sum reached, as an appendix?	Yes, in the commercial bid
11.	Section 2 Clause 9.1	Following the request for prices to be quoted in both Indian Rupees INR and GBP, could you please confirm that the payment for the overall contract will be made in GBP?	Yes
12.		Should the Tenderer reach contract negotiation stage, can you please confirm where these negotiations will be taking place?	In all probability, negotiations, if any, will be held in Delhi.
13.	Section 2 Clause 7.1.4	Clause 7.1.4 of Section II (Instruction to Tenderers) requests 'Certification from Auditors providing a break-up of revenue from Event Management Services to overall revenue'. Should the bidder's sole revenue earning be 100% event management services, is a copy of the company accounts acceptable certification?	Please refer to clause 30 (4.1) wherein it has been clearly mentioned.