

28 November 2012

Minutes of the audiovisual open tender site visit

Tuesday, 20 November 2012, 16:30-17:30 – chaired by Nigel Gomeze (NG)

Role	Name
Chair:	Nigel Gomeze (NG)
Present:	From the Agency: Marcelo Nahmijas (MN), Enrico Palider (EPA), Bruno Pistori (BP). From tenderers: 18 registered participants of various companies.
Minutes:	Marta Szabo (MS)

1. NG open the site visit meeting by welcoming all the tenderers and introducing MN, EPA and BP.
2. NG went through the invitation to tender and the technical specifications highlighting the main points and inviting comments. No comments or clarifications were requested.
3. NG stated that currently the services are outsourced and provided by Impact Marcom Limited through a 4 year contract which expires on 29/04/2013.
4. The tenderers were then taken on a tour of a representative set of meeting rooms, 2B, 2G, 2T2, 3C, 4A, 4B and 4C, as well as the 2nd floor technicians' room and the 3A equipment room.
5. Q&A

- How do you submit the questions?

NG explained that no calls will be accepted and that any questions have to be submitted in writing. The Q&A document will be published on the website and will be refreshed regularly. An email notification of update will be sent to all tenderers. Tenderers are encouraged to check the website regularly for updates. Questions received less than five calendar days before the closing date for submission of tenders will not be answered.

- Is there a scope between AV and IT? What does IT and what does AV?

NG explained that these questions will be answered in the Q&A document.