

BEREC Office ref. № MC (13) 24

QUESTIONS AND ANSWERS

In relation to Call for Tenders № 2013-BEREC-OT-01

PROVISION OF PROFESSIONAL EVENT ORGANISATION SERVICES IN EUROPE AND/OR IN THE REPUBLIC OF LATVIA FOR BEREC AND BEREC OFFICE EVENTS

Contract Notice № 2013/S 045-071537 of 05/03/2013

Session 5

Question:

On page 4 of the tender specifications there is a notice that the schedule and the place for the meetings of the Board of Regulators is determined by the incoming Chair and as it is said in the Rules of Procedure of the Board of Regulators: „Any Member wishing to host a Board of Regulators meeting shall submit a proposal to the Office. In the event of more than one proposal being received for a particular meeting, the Member planned to Chair BEREC for the concerned period shall have the final decision. In the event that no proposal for hosting a meeting is presented by a Member, the Board of Regulators may request the Office to make a proposal to organise the meeting at a suitable place.”

Which European cities should the tenderers consider in their tender as the venues for the meetings for the Expert Working Groups? Is there information in which the countries and cities are planned the major events in 2014?

Answer:

I. Meetings of the Expert Working Groups

The answer concerning the meeting venues of the BEREC Expert Working Groups can be found in the published Tender Specification, on p. 4, which says the following:

“The meetings of the Expert Working Groups are organised almost on a daily basis, mainly in Brussels, currently in the premises of the BEREC representation in Brussels, hosted by the Secretariat of the IRG. The meetings of the Expert Working Groups may take place also in Riga and in limited cases may be held in other locations anywhere in Europe. As the IRG members have not decided yet on the IRG future post 2014, there might be a need for the BEREC Office to find venues for the

meetings of the Expert Working Groups in Brussels, as well, but **the contractor will be informed about such a need, if it arises, well in advance.**”

The BEREC Office does not have any further information to give at this point of time as far as the meetings of the Expert Working Groups are concerned.

II. Other planned BEREC events in 2014, not covered by item I

The answer concerning the venues of the major BEREC meetings, such as: the plenary and Contact Network meetings, can be found in the published Tender Specification, on p. 4, which says the following:

“The schedule and the place for the meetings of the Board of Regulators, the BEREC Office Management Committee and the Contact Network for year N+1 is determined by the incoming Chair by September of year N at the latest.

At least one meeting per year either of the Board of Regulators/BEREC Office Management Committee or the Contact Network takes place in the Republic of Latvia and is organised by the BEREC Office. The other meetings of the Board of Regulators/BEREC Office Management Committee or the Contact Network are usually hosted by some of the NRAs and the BEREC Office may have either no responsibilities in the their organisation or provide only support to the meeting host (a list of the 2013 meetings is presented in annex A). The procedure for selecting the place and the host of these meetings is presented in Article 4 of the Rules of Procedure of the Board of Regulators (document № [BoR \(11\) 23](#)).”

The schedule and places of the 2014 plenary and Contact Network meetings has not been determined yet. Once known, it will be announced through the BEREC website.

The BEREC Office would like to emphasise that the tenderers are not expected at this point of time to present detailed offers for the specific events. They should rather demonstrate their capacity to organise such events anywhere in Europe or in the Republic of Latvia, depending on the LOT for which they are applying.

The detailed arrangements for each specific meeting will be agreed in the specific contracts or purchase orders later on.

Riga, 8 April 2013