

BEREC Office ref № MC (15) 103

Questions and Answers

Regarding the call for tenders Provision of professional event organisation services for BEREC and BEREC Office events

Question 16:

Please clarify how table A: Price list of contractor's fees as per number of event participants should be filled in. In page 7 of tender specifications, paragraph 2.6.1, it is mentioned that "The contractor must quote its management fees for the different service categories, for events of different sizes, based on the number of participants. All prices are understood as per registered participant." Please clarify if for all Type A category of services (1-17) and for all sub-categories: I, II, III, IV,V) of the table in pages 8 and 9, price quote must be expressed per participant.

And with reference to your answers to my previous questions I consider that "preparation" does not mean printing / making copies invitation letters, badges, etc?

Answer 16:

The contractor must quote its management fees for the different service categories, for events of different sizes, based on the number of participants. All prices are understood as per registered group of participants (table A page 8 of the Tender Specification, column I to V). For all type of service categories (1-17) the contractor has to indicate the fees as per number of participants. For table B (page 9 of the Tender Specification), "Prices of contractor for providing of temporary service staff for the event organisation, including event assistants" the contractor has to indicate the price per number of hours per person of the staff provided by the contractor (columns I to V).

The following services are included in the scope of the future contract(s):

- Production and distribution of invitations (letters or cards) – please see items 3.3.1. and 3.3.9. of the Tender Specifications;

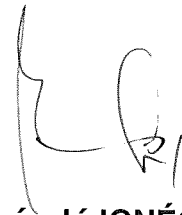


- Preparing name badges and conference kits – please see items 3.3.7. and 3.3.9. of the Tender Specifications.

The following services are not defined as separate services in the future contract(s):

- Registration of participants and follow up the registrations inclusive making reminders etc.;
- Travels: booking, purchasing, changing, cancellation, delivery of travel tickets.

However, as indicated in item 3.3.18. 'Other administrative and support services' at a request of the Contracting Authority, the contractor may be asked to provide other administrative or support services not following in any of the categories listed in the Tender Specifications, which will be further detailed in the specific request.



László IGNÉCZI

Administrative Manager
Authorising Officer

Riga, 02 October 2015