



**Tender calls for provision of services in Spain: technical equipment, publication layout, and catering services**

**Questions received and answers provided as of 30<sup>th</sup> September 2025**

**Tender: Catering services in Madrid**

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- 1. Is it possible to present different gastronomic options for each service?**
  - Yes, you may submit several menus and indicate in the “unit fee” column the price corresponding to each option.
- 2. What is the minimum gastronomic content required for the different services of breakfast, lunch, and dinner?**
  - As we indicate above, you may present several menus for each service, with different content. There is no minimum content as such.
- 3. For lunch and dinner services, can they be in cocktail (standing) format?**
  - Yes, they can also be in cocktail format.
- 4. If it is in buffet format, will the Council of Europe provide tables and chairs for the attendees? Since the price is different if we must provide furniture ourselves or if it is already available.**
  - As indicated in the Act of Engagement, the rental of furniture and tableware must be included in the “unit fee,” as well as staff.
- 5. What type of service do you need, for how many people? What is the date of the service?**
  - This is a public tender for possible events that will take place between November 2025 and April 2027. In this way, the companies selected in the tender may be contacted when a need arises in the project. The potential needs and budget per person are detailed in the “Act of Engagement” table, which you must fill in with your proposed prices.
- 6. Could you indicate possible venues where the catering services should take place?**
  - We do not know the venues in advance where the events will take place. They are usually hosted by different Ministries, so they are generally held in the buildings of the Ministries of Youth and Childhood, and of the Presidency, Justice, and Relations with Parliament. We have also had some events at the Office of the Attorney General.

## **Tender: Interpretation equipment in Madrid**

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**1. Number of languages per service.**

- We will only need 2 languages, English-Spanish.

**2. Number of languages for the press box.**

- Only 1, Spanish.

**3. We assume that you have your own streaming platform, and we would just need to send you the solution to embed the languages, correct?**

- We only have streaming in Spanish, no need for interpretation into different languages for streaming. If there are interventions in English in the meeting, they will already be interpreted in Spanish for the participants in person, and only the Spanish channel will be streamed.
- We have the streaming platform (we normally use a YouTube channel), we only need the technical equipment to be able to broadcast.

**4. How many people do you expect to join the streaming, please. An estimation will be fine.**

- 200.

**5. Would it be possible to modify the “Fees” table in the document *AE.CBP.FC Interpretation equipment Madrid* to include remote interpretation rates? Is it possible to include the rates for both services, which may complement each other in different sessions, or must we submit only one of the two services?**

- Interpreters always attend our events in person; therefore, we are only interested in physical booths. To clarify, the tender covers only the equipment (booths, cabling, microphones, etc.) and not the interpretation services themselves (interpreters).