

## Questions and Answers

# Call for tenders - Event management – Croatia

Purchase of event management, travel and catering services and logistic support  
- Contract N° DGI/310/2022-

DEADLINE FOR SUBMISSION OF TENDERS: 21 AUGUST 2022

**Q1. How many events are planned to be organized, by year (2022, 2023)?**

A: An estimated 15 activities during 2022, 2023.

**Q2. In which cities would the workshops be organized?**

A: Zagreb, potentially up to 2 regional centres within Croatia.

**Q3. When would the planned events take place? (ex. autumn 2022, winter 2022/23, spring)**

A: The estimated 15 activities will take place over the following periods:  
Summer 2022 (depending on the response from potential tenderers)  
Autumn 2022  
Autumn 2022  
Winter/Spring 2023  
Summer 2023

**Q4. Is a 30-person event parallel to a 60-person event? Or are we talking about different events that are not at the same time? (Important for the activity of technicians, volume equipment, etc.).**

A: No two events will be held in parallel.

**Q5. Water during the event for participants, how many pieces per person?**

A: Estimated 2 bottles of water per person / day.

**Q6. Conference cards (name plates): plastic name holders and printed names of speakers? What kind of conf. cards, printed on paper or PVC ID cards format, printing: 4/4 or 4/0 CMYK? Embedded in a PVC cover + conference card tie with a metal carabiner?**

A: Conference cards (name badges) may be printed one-sided.

**Q7. Printing conference materials and visibility assets. Conference materials can be of different dimensions: roll up 100x200 cm, pop up 300x400 cm or print A4 paper format, in 1 or 4 colors, one-sided or double-sided?**

A: 2 x roll ups (100x200 cm).

**Q8. Screen, projector, laptop and microphones available in the (meeting) rooms? How many microphones and how many laptops? For how many people / speakers?**

A: One large screen will be required, with one projector. Microphones and laptop facilities (i.e. power and WiFi) should be available for every seated person at the given event.

**Q9. Equipment for simultaneous interpretation (interpretation booths and conference equipment, headphones for approximately 30 participants, including technician, transport, and assembly). How many languages are planned to be used? HR, EN, FR?**

A: Only translation equipment from/to English/Croatian will be required.

**Q10. How many participants would attend the workshops, on average?**

A: At any given event there will be an estimated 30 - 60 participants. Concrete numbers will be provided before each event

**Q11. Considering the inflation of prices overall, specifically gas prices which affect transfer prices, is it possible to offer a certain price range for a category (e.g., 100-200 euro for domestic flights)?**

A: Flights may be booked based on the cheapest and most efficient route available at the time of booking. The inflation rate may be calculated into the price of the initial offer – including the cancellation policy etc.