

## Questions and answers for Tender call for provision of event management services in Slovenia

1. Kindly advise, if the events will be for groups (at least 15 people), or more/less. The specification of this is important because the rates in hotels are different if there are reservations for individuals (less than 8pax) or more. What is the most usual number of participants who will attend the meetings, is the same than number of participants, who will need accommodation, or can be different? Do you have estimated number of events and participants per event? **The number of participants for each meeting might vary from 50 to 150. The number of participants who will need accommodation is around 5 as most of the participants will be local and will not need accomodation.**
2. If we have subcontractor for some services, do we need to give provide documentation for them as well? **If you have subcontractors for some services, you do not need to provide documentations for them also.**
3. Question regarding accommodation: which city to do mean when you write other cities in Slovenia? In Slovenia there is large variey of accommodation, and pricing for them vary significantly. Kindly provide list of cities where the accommodation will be needed. **Other cities in Slovenia where meetings might take place are Bled and Maribor.**
4. Can we send the offer for some of the services in individual appendix? (For example, just offer for accomodation in Ljubljana?) **You can apply and send the offer only for some services based on the Lots. It is not a requirement to apply for all Lots.**
5. Due to business practises valid in Slovenia and region, there is a daily minimum calculated specially for minibuses and buses (250km). Our question is,we are asking what is the minimum amount of km the agency will order? Can the agency order 5km long transfer? **The minimum amount that we will ask for transportation by buses will be 50 km. The minimum amount that we will ask for transportation by cars is the distance between Ljubljana airport and the city center of Ljubljana.**
6. How it will be calculated the 6hours or 12h or car rental, if there will be a can on disposal for 10h, however the transfer should be only 30km long? Kindly advise. **The price should be calculated per km. The time slots should of 6h,12h and 24h should be kept in mind regarding the rent of the vehicheles and driver. So when calcultaing the price per km per different time slots please keep in mind the price for renting the vehichles and the fee for the driver.**
7. If there will be more than 12h car rental, but in this timing the car will not do any additional kilometers – how should we charge for additional fee, if kilometers will not be done? **Please calcultate the additional fee for the renting of the car and the fee fpr the driver.**
8. Which car types are expected to be used in such transfers? Business vehicles like Mercedes Benz E class, BMW5? **The types of cars to be used for transportation are up the bidders to propose as long as they comply with the requirements set out in the Tender File.**
- 9.The cost of conference venues, meeting rooms and other hotel services varies depending on the hotel category. Services in 5\* hotels are generally more expensive than in 4\* or 3\* hotels, so please let us know which hotel category is considered for events. **For conference venues and meeting rooms services please consider 4\* and 5\* hotels.**
10. The cost of photo services also varies depending on the length of the event (few hours event, half-day or full-day event) and the location of the event (Ljubljana, Bled , Portorož, ...). If the event is not in Ljubljana, the final cost also includes travel costs. When preparing the calculation for meeting package, should we take into the account that the event will take place in Ljubljana? **For the photography services please propose the fee for a full day and when the event is outside of Ljubljana take into account the travel costs.**
11. In most hotels or other similar venues only internal catering service is allowed, so again we need to know which venue category to consider when specifying the price. – **Please consider 4\* and 5\* hotels for these services also.**

12. What are the quantities for visibility materials? Cost/unit is different when producing a larger number of items. – It is impossible to know the exact quantities of the visibility materials at this point. The number might vary from 100 to 500 pieces.

13. Does the cost of accommodation falls within the same budget allocated for the year-long activities (i.e., 55,000 € for up to 10 activities)? Yes it does, all services required fall within this budget.