

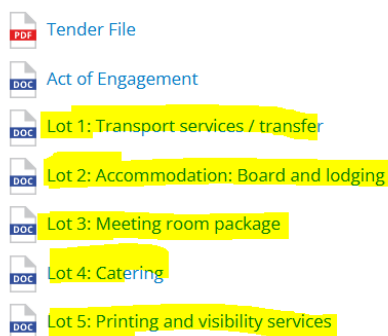
Questions and answers for the Tender call for provision of event management services in Croatia

1. Concerning the accommodation, what is the maximum number of hotel guests envisaged

The number of participants for each meeting might vary from 50 to 150. The number of participants who will need accommodation is around 5 to 10 as most of the participants will be local and will not need accommodation.

2. It is noted that provider shall indicate his fee(s) in the Appendixes attached to the AOE. In the Appendix there are no cells/columns where we should indicate proposed fee(s), should we add more columns, or make separate file with proposed fee(s) or fee (s) should be included in final prices per Appendix?

You can find the appendices at the bottom of the webpage : See highlighted in yellow



And in each Appendix you must complete the cells frames in Red

APPENDIX 1 – TRANSPORT SERVICES / TRANSFER
(as described under section B.1 of the Tender File)

Please complete all cells framed in red

TRANSPORTATION OF PARTICIPANTS FOR ACTIVITIES IN CROATIA		
UP TO 6 HOURS (HALF DAY) CAR RENTAL FEE (WITH DRIVER) – Croatia	Price per Km VAT exc. ▼	Price per Km VAT inc. ▼
1-4 People (Car)		
5-7 people (Minivan)		
8-28 people (Minibus)		
28+ (Bus)		
UP TO 12 HOURS (FULL DAY) CAR RENTAL FEE (WITH DRIVER) –Croatia	Price per Km VAT exc. ▼	Price per Km VAT inc. ▼
1-4 People (Car)		
5-7 people (Minivan)		
8-28 People (Minibus)		
28+ (Bus)		
ADDITIONAL HOURS (OVER 12 HOURS) CAR RENTAL FEE (WITH DRIVER) – Croatia	Price per Km VAT exc. ▼	Price per Km VAT inc. ▼
1-4 People (Car)		
5-7 people (Minivan)		
8-28 people (Minibus)		
28+ (Bus)		

3. Appendix 3 – Meeting room - Can you explain in more details what is considered under this task : Other technical / logistical services (provide examples – not compulsory):

This cell is not compulsory. It can be used if you would like to provide other services not listed above.

4. *Appendix 4- Catering - It is not clear whether the event is going to take a place in or out of the hotel ? Could you please provide that information since it affects the price.*

The event, catering and accommodation can be organised in the same place (i.e. in a hotel). If this is not possible, they can be organised within walking distance. For example, the hotel is close to a conference centre: the event and lunch break can take place in the conference centre, but the international experts stay at the hotel, which is within walking distance of the conference centre.

5. *Appendix 5- Printing and Visibility services - Is it possible to add minimum order quantity since it is not noted in the table for Visibility material , but for some items is necessary to get pricing.*

The number of participants for each meeting might vary from 50 to 150. The order quantity will be adapted accordingly.

6. *Where most of the events will take place?*

Most of the events will take place in Zagreb, Croatia. A small number of meetings might be organized in cities such as Split, Rijeka, Opatija or Dubrovnik.

7. *In which language the documents foreseen in subsection G should be provided ?*

The documents foreseen in subsection G should be provided ideally in English/Croatian in pdf version.

8. *How to propose the price for the host/hostess*

The price for the event host/hostess should be proposed for a half day and for a full day also.

9. *What is the difference between branded and non branded visibility material*

The difference between branded visibility materials and not branded is that for the branded visibility materials you will be given a design in order to be printed in each visibility material. The other visibility materials have no requirements regarding the design.

10. *What would be the dimension of the Banner?*

The dimensions of the banner will be around 4m x 8m.

11. *It is unclear how you intend to evaluate the criterion of the „overall handling fee/commission“ since there is no requirement in the Terms of Reference, or we don't see it, to make an indication of the „overall handling fee/commission“.*

Please note that the if there is an “overall handling fee/commission” as mentioned in the award criteria it should be included in the final price proposed for every Lot and service required and not separately.