

TENDER FILE / TERMS OF REFERENCE**(Competitive bidding procedure / Framework Contract)****Purchase of consultancy services on communications – Contract N°9147/2023/5****QUESTIONS/ANSWERS**

1.	<p><i>QUESTION RECEIVED:</i></p> <ul style="list-style-type: none">• Should the cost estimate include costs for targeting, mass media placement, event expenses (such as hall and equipment rental etc.)?
	<p><i>ANSWER:</i></p> <p>The fees to be indicated in the Framework Contract cover daily fees for consultancy services on communications. The Scope of the Framework Contract is described in respective part of the Tender File / Terms of Reference (Part B. <i>EXPECTED DELIVERABLES</i>).</p>
2.	<p><i>QUESTION RECEIVED:</i></p> <ul style="list-style-type: none">• How will the services be paid for – monthly or in another way?
	<p><i>ANSWER:</i></p> <p>The provision of consultancy services shall be requested by the Council on an as needed basis, in compliance with the ordering procedure defined in the Framework Contract.</p> <p>Furthermore, as stipulated in the Framework Contract (Article 4 – FEES, EXPENSES AND MODE OF PAYMENT),</p> <p>4.3.1. For each order completed, and upon acceptance of the Deliverable(s) by the Council, the Provider shall submit an invoice or a request for payment in triplicate and in the currency specified in the Table of fees, in conformity with the applicable legislation.</p> <p>4.3.4. The payment for the Deliverables to be paid by the Council shall be made within 60 calendar days of submission of the invoice described in Article 4.3.1, subject to the submission of the Deliverable(s) described in the Terms of reference and its/their acceptance by the Council.</p> <p>Thus, the payment is processed upon completion of the services stipulated in the order and subsequent submission of the invoice by the provider. The duration of the order and therefore the deadline for completion of the services requested in the order are determined dependent on the nature of the services and respective Project needs.</p>
3.	<p><i>QUESTION RECEIVED:</i></p> <ul style="list-style-type: none">• As for the samples of published texts in English. Do they have to be published in English? Or you need translation of Ukrainian samples?
	<p><i>ANSWER:</i></p> <p>The samples of previously prepared and published texts / news items / articles / blogs / posts / press releases / interviews / newsletters should include the materials published in English and the materials published in Ukrainian.</p>