

# **Response to questions**

Last update: 22/07/2024

## **Purchase of logistical services for international missions (travels and accommodation)**

**Contract N°9153/2024/14-FC**

**(Translated from Ukrainian)**

**Question 1:** Do I understand correctly that the tender is only for commissions for our services of booking hotels, transfers and buying train tickets?

**Answer:** The unit fee is a net fixed fee, which includes the costs of services and all related fees and expenses incurred by the provider.

**Question 2:** Can we indicate commissions for services until the end of 2024? Or do we need to indicate commissions until the end of 2026?

**Answer:** Please note that the duration of the contract is limited to 31 December 2024. No orders will be placed beyond this date. The unit rate indicated in the Act of Engagement at the time of submission of the bid will remain unchanged until the end of the contract duration.

**Question 3:** Do we need to send descriptions of 3 three-star, 3 four-star hotels in Warsaw and 3 in Przemyśl?

**Answer:** For Warsaw, Deliverable A.1 requires the submission of at least three hotel options of three-star hotels, and Deliverable A.2 requires the submission of at least three hotel options of four-star hotels. For Przemyśl, Deliverable B.1 requires the submission of at least three hotel options for accommodation. The information to be provided with each option is listed under the relevant Deliverable of the Act of Engagement. Please note that the "Description of the premises and rooms" should be provided together with the other requested information.