

# Purchase of national consultancy services on various communication aspects of the project activities

Contract N°9309-2025-04-FC2

## QUESTIONS/ANSWERS

Question received / отримане запитання	Response / відповідь
<b>Question 1.</b>	<b>Answer to Question 1.</b>
<p>We are required to specify prices for video materials as well as other related services, but we are not entirely sure what should be included in the Daily Fee. Does it refer to the amount we should indicate for one working day of performing tasks (e.g., shooting, editing, material preparation), or should this amount also cover additional costs, such as transportation, equipment rental, or fees for specialists involved in the process?</p>	<p>A unit fee refers to time-based units as the price for a day of work. The price (<b>global fee</b>) of each <b>deliverable</b> (i.e. service such as video or film production) is <b>calculated on the basis of the unit fee</b> specified in the Framework contract <b>as a daily fee</b>.</p> <p>Thus, the <b>unit fee</b> (i.e. <b>daily fee</b>) is calculated as an <b>all-inclusive average cost</b> of services to be provided <b>per one working day</b> of performing tasks (e.g., shooting, editing, material preparation as well as other additional costs, such as transportation, equipment rental, or fees for specialists involved in the process, etc.).</p> <p>Hence, the global (total) fee for a certain deliverable under the Order Form (i.e. service such as video or film production) is calculated as “<b>daily fee x number of days</b>”.</p> <p>For <b>reimbursement of the travel and subsistence expenses</b> in the event of the Provider being required to travel for the purposes of the contract and provided the Terms of reference do not stipulate that the fees already include, <b>please refer to Article 4.4 (Other expenses)</b> of the Legal Conditions laid out in the Framework Contract.</p> <p><b>The fees indicated in the Table of unit fees</b> will be <b>applicable throughout the duration</b> of the Framework Contract. Prices are <b>indicated in Euros without VAT</b>. For the <b>VAT regime</b> to be mentioned on the invoice(s), please <b>refer to Article 4.2</b> of the Legal Conditions laid out in the Framework Contract.</p> <p>Amounts/Fees indicated as a daily fee in the Framework Contract and in each Order are <b>final and not subject to review</b>.</p> <p>For more details please carefully <b>read Article 4 (Fees, expenses and mode of payment)</b> of Legal Conditions of the Framework Contract.</p>
<b>Question 2</b>	<b>Answer to Question 2.</b>
<p>During the preparation of our bid (tender proposal), the following question arose: we need to submit a detailed CV in English, preferably in Europass format (no more than 4 pages), which clearly demonstrates that the participant meets the eligibility criteria.</p> <p>Does it mean that the CV for one person from our agency team (which will be involved for provision of services) should be no more than 4 pages? Please clarify.</p>	<p><b>Section G</b> of the Tender File (<b>Documents to be provided</b>) clearly states terms and conditions for <b>Legal persons</b>, namely, that there should be provided a <b>description of the proposed team consisting of CVs of professional team members/consultants expected to work on the potential project within the Lot(s) applied</b>. There is <b>no specific limitation of volume</b> of such a <b>team description</b>, however, it is recommended that <b>all team members’ CVs</b> should be <b>concise</b>, preferably in Europass format, <b>clearly demonstrating the respective expertise and experience</b> and that each participant meets the eligibility criteria.</p>