

BEREC Office ref. № MC (13) 26

## QUESTIONS AND ANSWERS

**In relation to Call for Tenders № 2013-BEREC-OT-01**

### PROVISION OF PROFESSIONAL EVENT ORGANISATION SERVICES IN EUROPE AND/OR IN THE REPUBLIC OF LATVIA FOR BEREC AND BEREC OFFICE EVENTS

**Contract Notice № 2013/S 045-071537 of 05/03/2013**

#### **Session 6**

#### **Question:**

*Lot 1 page 6 and Lot 2 page 6 it is specified that among the equipment to be considered we have to include:*

*Video/photo cameras*

Please confirm if you intend the renting of the apparatus to be used by BEREC personnel or apparatus to be used by video makers and photographers chosen by the contractor.

#### **Answer:**

Depending on the specificities of each event the BEREC Office will determine in the specific requirement to be submitted to contractor the terms of use of the equipment. It is most likely that the video/photo cameras would be used but the BEREC Office staff but depending on the event the task of photographing/making a video might be delegated to persons who are not employed by the BEREC Office. In any case the video/photo cameras to be provided on request will not be used by video makers and photographers chosen by the contractor under the conditions specified in item 4.9 "Selection and provision of photographic, video or audio recording services" of documents № 2013-BEREC-OT-01 APP1-A&B, as the BEREC Office may would expect the operators proving these services to take care themselves for the equipment they will need to provide the service.

#### **Question:**

*Page 6*

*"For events with more than 35 participants, the contractor shall present the BEREC Office with at least three tenders for each service requested.*

*For events with maximum number of 35 participants, the contractor shall present the BEREC Office with at least two tenders for each service requested.”*

Do you mean “offers”? i.e. offers from three or two sub-contractors such as hotels, catering, etc.?

**Answer:**

The BEREC Office will expect to receive the offers from the sub-contractors.

**Question:**

*Page 10 (lot 2) At a request of the BEREC Office, the contractor shall provide the branding and the visual identity of the event.*

Is there any Manual for Visual Identity for BEREC or the Contractor has to provide a visual identity of the event(s) producing graphic proposals?

**Answer:**

Currently there is no Manual for Visual Identity for BEREC.

The BEREC Office would expect the contractor to suggest to the BEREC Office graphic proposals on the basis of the specific requirements to be submitted for each event, if there would be a need for branding and the visual identity of the event. Not all of the events will require development of branding and the visual identity.

*Riga, 12 April 2013*