

BEREC Office ref № MC (14) 24

## **Questions and Answers**

**regarding the Call for Tender № 2013-BEREC-OT-02**

### **INVITATION TO OPEN TENDER THE VALUE OF NETWORK NEUTRALITY TO EUROPEAN CONSUMERS**

**Contract Notice № 2013/S 243-422077 of OJ/S S243 of 14/12/2013**

#### **Part 3**

##### Question 1:

Page 11 of BEREC's CFT states that "Other knowledgeable experts might be invited to participate by the BEREC Office", joining BEREC and the contractor for specific meetings or workshops.

Page 13 states that the contractor will be responsible for covering the 'speaker fees' and speakers' travel expenses.

We would be grateful if BEREC could confirm how many times external experts will be invited.

Please state a maximum expense that should be allocated to this.

##### Answer 1:

According to the Tender Specification Point 5.2 Meetings of the Call for Tenders N 2013-BEREC-OT-02:

"...Such meetings (i.e. meetings and workshops) will be attended by representatives of the BEREC Office, the contractor's project leader and other members of the contractor's team, as required. Other knowledgeable experts might be invited to participate by the BEREC Office. The meetings will be chaired by a BEREC Office representative and will take place at the BEREC bureau de passage in Brussels."

..."The tenderers should include costs of attendance of its own representative(s) at all the above meetings and workshops in the financial section of the offer."

Therefore, cost of speaker(s) (fee, travel, accommodation, etc.) invited to such meetings, in case deemed necessary by the contractor and on behalf of the contractor, shall be covered by the contractor. The same provision applies for providing any catering for speakers/participants invited on behalf of the contractor. In case the contractor does not see the need to invite any external experts/speaker to the meetings/workshops, there should be no cost foreseen in the financial offer related to this.

The contractor shall not cover any costs of travel and/or accommodation, and/or catering for the BEREC Office representatives participating at the same meetings/workshops.

BEREC Office representatives shall cover their own expenses. The tender shall only include costs related to experts and speakers invited on behalf of the contractor.

The BEREC Office reminds that the financial offer shall be of a fix amount without variable elements.

Financial Section 4.3 of the Tender Specification states that:

“The price quoted must fulfil the following requirements:

- A total fixed price expressed in Euro must be included in the tender.”

*Riga, 10 February 2014*