

BEREC Office ref № MC (14) 22

## **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 2**

#### **Question 1:**

Can you please clarify the following on Page 13 of the call for tender where you state that costs related to the following activities and items must be borne by the contractor and included in the price?

- "Managing the travel and accommodation arrangements for speakers;
- Financing the travel and accommodation expenses for speakers;
- Any speakers' fees;
- Cost of providing catering during the workshop"

As it is unclear at this stage how many external participants (i.e. participants who do not work for the contractor) may be invited to these meetings/workshops we cannot estimate the costs that may be associated with managing and financing travel and accommodation for these speakers (and/or any speaker fees).

#### **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 invited on behalf of the contractor.

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.

*Riga, 10 February 2014*