

Questions and Answers
regarding the call for tenders ‘Provision of professional event organisation services
for BEREC and BEREC Office events’

Question 15:

Please clarify if the following services are included within the scope of activities of the contract and may be requested by the contracting authority:

- Travels: booking, purchasing, changing, cancellation, delivery of travel tickets;
- Production and distribution of invitations (letters or cards);
- Preparing name badges and conference kits;
- Registration of participants and follow up the registrations inclusive making reminders etc.

Answer 15:

The following services are included in the scope of the future contract(s):

- Production and distribution of invitations (letters or cards) – please see items 3.3.1. and 3.3.9. of the Tender Specifications;
- Preparing name badges and conference kits – please see items 3.3.7. and 3.3.9. of the Tender Specifications.

The following services are not defined as separate services in the future contract(s):

- Registration of participants and follow up the registrations inclusive making reminders etc.;
- Travels: booking, purchasing, changing, cancellation, delivery of travel tickets.

However, as indicated in item 3.3.18. ‘Other administrative and support services’ at a request of the Contracting Authority, the contractor may be asked to provide other administrative or support services not following in any of the categories listed in the Tender Specifications, which will be further detailed in the specific request.

Riga, 1 October 2015

(s)
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