

BEREC Office ref. № MC (15) 101

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

**Question 13:**

Could you kindly confirm that mock scenario estimate is only fee based?

**Answer 13:**

According to the provisions of item 4.4. of the Tender Submission Form, in developing the mock scenario the tenderer are expected to present their logistical and budgetary proposal for the BEREC event, described in annex B of the Tender Specifications. It should include full budgetary proposal and not only the fees. However, the case should be developed only theoretically. As indicated in item 4.4. of the Tender Submission Form there is no need to use or present actual offers for the development of the case.

The tenderer may provide specific examples or more detailed information in annexes.

**Question 14:**

Could you please explain - should the accommodation be included in a budget of a mock scenario?

**Answer 14:**

All services requested in Annex B to the Tender Specifications shall be included in the budget of the mock scenario, including provision of accommodation to the event participants. Please note that, as indicated in bullet 3 of the same annex, the accommodation will be guaranteed and paid by the participations. Therefore the expenditure for the accommodation itself shall not be included in event budget, as it will not be paid by the contractor.

*Riga, 28 September 2015*

(s)

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