

## CLARIFICATION No 2

### ***Organizing and ensuring administrative support for the meetings related to Romania-Republic of Serbia IPA CBC Programme and the SUERD***

Publication ref: < 3808 >

#### **1. Subject: Specific activities**

##### **4.2 Specific activities**

##### **Activity 1: Organisation of the EUSDR foreign ministers meeting:**

- a) Provision of meeting location and facilities (location rental including conference room facilities and necessary equipment).*
- b) Ensuring the transport and accommodation for the ministers attending the meeting.*
- c) Provision of catering (coffee break and lunch break).*
- d) Supplies, printing and multiplication of materials necessary for the meeting. The Contracting Authority will provide the materials that have to be multiplied to the Consultant.*

##### **Questions:**

- a) Please specify the date of the meeting?*
- b) Please specify the number of rooms and the period for accommodation*
- c) Please specify the number of persons for the catering*

##### **Responses:**

- a) 28 October 2013. Another meeting might be held on the 29th October, depending on the confirmations to be received by the 15th of September.**
- b) 29 apartments (reservation needed from 27 October until 30 October 2013). The exact number of rooms will be communicated after the receipt of the confirmations.**
- c) For maximum 100 persons. The exact number of persons will be communicated after the receipt of the confirmations.**

#### **2. Subject: Specific activities**

##### **4.2 Specific activities**

##### **Activity 2: Organisation of the 2<sup>nd</sup> EUSDR Annual Forum including of the Gala Dinner Event within the EUSDR Annual Forum**

- a) Provision of meeting facilities (conference facilities for the 5 rooms -plenary room and parallel workshops - including necessary equipment).*

- b) Provision of the concept and facilities including catering for the gala dinner event including necessary equipment.*
- c) Ensuring the transport for the participants attending the meeting.*

**Questions:**

- a) Please specify the number of participants in total, the name and the capacity of the 5 rooms and the parallel workshops.
- b) Please specify the number of participants for the gala dinner, the date scheduled and the name of the Gala Dinner venue.
- c) Please specify the number of participants to be transported.

**Responses:**

- a) number of participants in total – 700. The rooms for the paralel workshops will be selected further on.**
- b) number of participants for gala dinner - 700  
the date - 28 october 2013  
the nume of the gala dinner event - Unirea hall, Parliament Palace.**
- c) 700 of participants will need to be transported**

***3. Subject: Specific activities***

***4.2 Specific activities***

***Activity 3: Organisation of one themed exhibition, within EUSDR Annual Forum – EUSDR at work. Let s step up a gear!***

- a) Provision of exhibition facilities for the presentation of projects.*

**Question:**

- a) please specify the number of the stands .

**Response:**

**16 stands.**

**Endorsed:**

**Laura Coman, Head of Unit  
Public Procurement**