

CONTRACTING AUTHORITY'S CLARIFICATIONS No.1

Contract title: Procurement of services for organization of project events in Serbia and design, production and distribution of visibility materials for project "Safer climate within the Romanian-Serbian border Area - SAFE", Belgrade, Republic of Serbia

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No.	Question / Answer
1. Q:	<p>In order for us to prepare an accurate bid, we require information on the locations or nearest destinations where these services are needed.</p> <p>2.1. Organization of 4 one-day steering committee meetings: If needed, provide transport services for cca. 15 participants in the INTERREG IPA ROM SRB Programme area. - What are the nearest locations for the specified activities</p> <p>2.2. Organization of one 5-day workshop for review of joint intervention plan: If needed, provide transport services for cca. 15 participants in the INTERREG IPA ROM SRB Programme area. - What are the nearest locations for the specified activities</p> <p>2.3. Organization of 2 one-day planning meetings: If needed, provide transport services for cca. 25 participants per meeting event in the INTERREG IPA ROM SRB Programme area. - What are the nearest locations for the specified activities</p> <p>2.5. Provide the following round-trip transport services for the following joint activities: - To participate in joint training in the field of land border management Drobeta, Romania: cca. 20 participants on 3 occasions, each training session lasting 5 days. - What are the nearest locations for the specified activities - To participate in joint training in the field of land border management Varciorova, Romania: cca. 5-6 participants on 4 occasions, each training session lasting 5 days. - What are the nearest locations for the specified activities</p>
1. A:	<p>As per the revised Annex II: Terms of References (attached to this email and published on the Programme website):</p> <p>The nearest location for specified activities 2.1., 2.2., 2.3., 2.5. is the City of Vršac, Serbia.</p> <p>Transport services for Activities 2.1, 2.2, 2.3 – WILL NOT BE NEEDED. Transport services WILL BE NEEDED ONLY for Activity 2.5.: from Vršac via Kladovo to Drobeta, Dobreta-Kladovo-Vršac and from Vrsac to Varciorova, Varciorova-Vršac.</p>
2. Q:	<p>- Design of material; we noticed that one of consultant activity is design and produce visibility materials, but without specification does the consultant need to provide printing services, specifically, do you need printing services for agenda or ID cards for events?</p>
2. A:	<p>As stated in revised Annex II: Terms of References (attached to this email and published on the Programme website), under TASK 1.:</p> <p>The services of design, production and distribution of visibility materials are specified. Depending on the type of visibility material, in some cases printing will be necessary, ex. Roll-up banners. Additionally, the Consultants will provide printed programs/agenda for all events. Printing of ID cards for the events will not be necessary.</p>
3. Q:	<p>- Preparation of programs and invitations (ROM and SRB languages); what is the number of pages which need to be translated?</p>
3. A:	<p>As per the revised Annex II: Terms of References (attached to this email and published on the Programme website):</p> <p>Based on an estimate, programs for the events will be 1-3 pages while invitations will be max. 1 page per event.</p>
4. Q:	<p>- Providing professional photography and video services for all events to promote the results and acquired equipment; how many photos do you need per event and do you need video from every event and if the</p>

	answer is yes, how long?
4.	As per the revised Annex II: Terms of References (attached to this email and published on the Programme website):
A:	Depending on the type of the event, each event section should be documented with min. 20 photographs. Video material (short clips of cca. 1-3 minutes per event) will be necessary for Activity 2.4. and 2.6.
5.	- Documenting (photographs, video and text) and archiving the events in Serbian and Romanian; what is the
Q:	number of pages which need to be translated?
5.	As per the revised Annex II: Terms of References (attached to this email and published on the Programme website):
A:	Based on an estimate, 20 – 30 event summary description pages will need to be translated.
6.	- Coffee breaks; generally, what is the specification for coffee breaks and how many per day?
Q:	
6.	As per the revised Annex II: Terms of References (attached to this email and published on the Programme website):
A:	One coffee break for each day of Activity 2.1, 2.2, 2.3 and 2.6 will be necessary. Coffee breaks for 20-30 minutes should be provided: Min. 2-2 choices of sweet and salty pastry type food should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (min. 2 servings per person)
7.	Lunch; what is the specification for lunches and does lunch include drinks; if yes, which type and how
Q:	many per person?
7.	As per the revised Annex II: Terms of References (attached to this email and published on the Programme website):
A:	Lunch type menu should be served in a smorgasbord/buffet style. Salad, as well as min. 2 choices of main course and dessert choices should be served. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person). Where required (on two occasions for Activity 2.1., and each day of Activity 2.2), a dinner type menu should be served in a local restaurant setting with main course, salad or soup and dessert options. For refreshments, non-alcoholic beverages such are carbonated and non-carbonated drinks, mineral water, coffee and tea should be provided (2 servings per person).
8.	Equipment for translation; does the consultant need to provide the simultaneous translation for every event?
Q:	
8.	As per the revised Annex II: Terms of References (attached to this email and published on the Programme website):
A:	Equipment for simultaneous translation will only be necessary for Activity 2.6. As only consecutive translation will be necessary for Activities 2.1., 2.2., 2.3., NO SPECIFIC TRANSLATION EQUIPMENT will be needed for these activities.
9.	Transport services; we need more detailed information about transport services (departure location, do you
Q:	need local driving at the venue, etc.)
9.	As per the revised Annex II: Terms of References (attached to this email and published on the Programme website):
A:	For Activities 2.1., 2.2. and 2.3., transport services WILL NOT BE required. Also, as mentioned above, the City of Vršac will be the central location for project events.