



**Tender with reference: PS/SRV/EDP/003/2023 – Framework Contract: CONNECTIVITY SUMMIT -
EVENT DESIGN AND PRODUCTION**

Questions and clarifications 1

A

1. Banners – you wrote a quantity of 5, but we don't know if it refers to roll ups and banners, please specify how much of each item should we include. – both roll ups and banners should be **aligned with the venue (Hotel Budva)**. Approximately, there should be 4 roll ups and 1 banner.
2. Outdoor flags – are there masts on the location or we should make free-standing flags (block/beach flags)? – Flag poles are needed as well.
3. Is it a mobile structure - pop up press wall? – If you are referring to photo background, then YES.
4. Stage - the unit of measure is 2, does it refer to 2 days or 2 such sets? – 2 days (15th afternoon and 16th of May morning).
5. Side screens - what is their purpose, what is transmitted on them? Are they actual LED screens, taking into account that we already have LED screen item. – Main screen shall be aligned with the stage in the form of printed background and positioned in the middle, while the both side screens should be LED.
6. 55 inch TV for the first row - what is their purpose, did you mean the spy monitors on the stage for the panelists? – we thought about screens that should be placed on the floor so to make easier for the people sitting in the first row.
7. Do we only stream the video mix (to the outside) or do we also have online participants that will speak from abroad? – event will be hybrid and, as at this stage we still don't know if all panelists will be with physical presence, everything shall be secured so to enable potential online speakers to participate.
8. If there is no online connection, why is translation in 2 directions (vice versa) requested? – there shall be online connection.
9. Which platform for online registration is meant, and how are invitations sent - from which email? – it is up to the agency how will organise it and how will secure efficient and sustainable online registration of the participants.
10. How many logos are printed on gifts (affects the price)? – 1, only event logo
11. Refreshments at the station - what type of service and what quantity? – it's up to the agency to propose what consider the most appropriate having in mind level of the participants (ministers, EU DEL rep etc) and venue.
12. Whether translators (English, Serbian, Macedonian and Albanian) are provided by your side for both? – no translator shall be provided from your side.
13. As not stated in annex A, we ask for information on what else needs to be provided at the station Bijelo Polje. Do you need a stage, video recording, translator...? – stage, standing microphones, lectern as well as appropriate technical equipment needed for the video (prescribed in the table of the tender specification).



B

“Annex A - Financial Offer” form is amended as follows:

An additional row is inserted in the bottom of the table, containing the total sum of the offer without VAT and with VAT:

TOTAL		
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The revised form is available in the link.