

Questions & Answers concerning call for tender ENTR/2007/010 (2007/S 105-128747 OJ 5/6/2007)

“Agro-food industry innovation information diffusion”

Question raised by tenderers on 16/07/2007 and answer formulated by the Commission services:

Question 9. could you please be so kind to tell me, when looking at the budget sheet:

- 1) what does it mean by "Other local staff"?
- 2) Furthermore, what prices shall I submit when the budget asks for "Other costs than human resources (with the exception of local staff)"? Shall I include here the hotel costs, flight tickets, AV equipment, Meeting rooms, Transfers?
- 3) Regarding the Welcome pack, the documentation inside will it be in black and white or colour? Could you please give some more details about the content of the pack?
- 4) Do I have to mention in the budget the prices of accommodation, flight tickets, lunch/dinner/coffee breaks/AV, Meeting spaces, local transfers? If so under which Item?

Answer 9

- 1) **'Other local staff' is other staff, besides the hostesses, needed for the event to be recruited on site.**
- 2) **'Other costs than human resources (with the exception of local staff) ' is to be considered as a title for the detailed list following it. In the case being the amounts mentioned in this line will not be considered for the price of the case studies.**
- 3) **The documentation in the welcome pack is in four colours. The content of the welcome pack is described in the case studies under miscellaneous, pages 40 and 42 of the call for tender specifications.**
- 4) **As mentioned in the case studies pages 39 and 41 of the call for tender specifications accommodation and travel expenses will be provided only for the speakers / chairperson / moderator. These costs are to be foreseen under 'reimbursable expenses' where the contractor's reimbursable expenses also have to be included.**
In order to receive comparable financial proposals lunch/dinner/coffee breaks/AV, meeting spaces, local transfers are not to be provided for.