

**CLARIFICATION
to call for tender
ENV.C.2/SER/2009/0014**

Q1) Specifications to Invitation to Tender, in the Part 1 Paragraph 3 indicates that "...one of the key tasks of the contractor is to provide 3 speakers on different aspects of the revised EU ETS to represent to Commission at up to max. 10 high profile one or two-day conferences or other events, mainly outside the EU, within the contract duration". In regard to that, are the costs for these activities included in the budget of the project at maximum 400.000 Euro or will the service have a separate budget, defined by the Commission?

A1) There is no budget other than the 400 000 euro budget. It is to cover the seminars and the ad hoc speakers. See Part 2 para 6.1 – "*The price must be a fixed amount, including all expenses (e.g. staff time; travel, accommodation and subsistence costs of contractor's staff; rental costs for seminar meeting rooms; translation and interpretation; any food and drinks provided to seminar participants). As regards Task 6, the budget should include staff time, per diem and travel costs.*"

Q2) Should the contractor carry out all costs for the organizing seminar, as for example the translation costs?

A 2) The financial section (Part 2 para 6.1) as well as the tasks section specify which costs are to be carried by the contractor, and the translation of written material is one of them. See Answer 2 above.

Q3) Documentation of the 30 (plus 2) seminars, which have to be organised, have to be provided in the local language. But do the seminars themselves have to be held in the local language? And if the seminars may be held in English, will simultaneous interpretation/translation be required?

A3) The seminars may be held in English, but interpretation into the local language(s) is then to be provided, as mentioned in the tasks (Part 1 para 3) : "*Where necessary, provide for translation of the presentations and any other written material and ensure interpretation into the language(s) of the country.*"

The contact person in each country (list to be provided by the Commission) can help the contractor arrange for translation and interpretation, among other things.

Q4) The tenderer has to cover the fixed costs for the seminars. Would it be allowed to ask the participants for an attendance fee which covers the fixed costs of catering and location rental?

A4) No attendance fee is to be charged of participants.