

March, 25th, 2021

**ADDITIONAL INFORMATION**

Contract title: **“Regional Communication and Visibility Campaign “YOUth Inspired by Peace”.**

Having regard to Section 5 of the “Instructions to tenderer”, part of the published tender dossier in the frame of the **“Regional Communication and Visibility Campaign “YOUth Inspired by Peace”** call,in response to the inquiries submitted please find below the additional information provided:

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| **Question 1** | I will apply as a consortium with my partners from 5 countries. How many expert biographies it is recommended to provide?  In the official tender dossier, it is mentioned 5 key CV-s. Shall I provide the CVs of my partners or not? |
| **Answer 1** | Beyond the requirements for CVs listed in the TOR, it is on the provider to decide if they want to provide additional biographies and engage additional human resources, provided that it's within the available funding and will reach campaign objectives.  If the provider is applying on behalf of a consortium, it is on the provider to decide which CVs to highlight or provide in their proposal. |
| **Question 2** | The financial offer is exclusive of VAT or not? |
| **Answer 2** | With regard to your question concerning the VAT:  - Please refer to Instructions to Tenderers, part B of the tender dossier, Section 4.2 "Financial Offer" stipulating that:  b) In the financial offer submitted by the tenderers all applicable taxes must be included.  The definition: All applicable taxes *include VAT too.* |
| **Question 3** | One of my key partners in Kosovo is a TV station- is that ok? |
| **Answer 3** | The provider decides which partners to engage in the consortium, and as the lead of the consortium is responsible for selecting them and communicating with them. In terms of eligibility - the TV station is an eligible entity. |
| **Question 4** | The required amount of outputs and specific deliveries that are supposed to take place in the course of the campaign, could not possibly be covered by the provided budget. Please let me know do we remain obliged to include all listed products and activities from the ToR or we would have a liberty to downsize them in order to fit the budget We are aware that this is not an usual question but we deem it absolutely needed, since the budget is well below the task lists |
| **Answer 4** | Based on the overall objectives of the campaign, its concept, and expected outcomes, you may submit your proposal that best fits the Terms of References and requirements. Please note that paid PR or influencer campaigns are not an eligible cost under this contract. |
| **Question 5** | Is media buying and events implementation included in your budget plan & forecast? |
| **Answer 5** | Event implementation is included in the budget. Paid PR or influencer campaigns are not an eligible cost under this contract. |
| **Question 6** | Is the timeline of the project strict on deadlines or do you plan to extend the time length of the project further, to ensure the successful implementation of all listed deliverables? |
| **Answer 6** | The timeline of the project is definite - the 7 May is the hard deadline to finalize all project activities. |

Thank you!