

May, 10th, 2021

**ADDITIONAL INFORMATION TO THE TENDER DOSSIER**

Contract title: **“Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6”.**

Having regard to Section 5 of the “Instructions to tenderer”, part of the published tender dossier in the frame of the **“Event Management and Media Relations support on Regional Volunteering Exchange Program ROUTE WB6”** call,in response to the inquiries submitted, as well as the Contracting Authority initiative please find below the additional information provided:

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| **Question 1** | Tender Dossier: Organize and coordinate 1,5 hours’ hybrid launch event, with up to three participants in physical venue, and 150-200 online participants, in close coordination with the project team;  - In which country/city will happen the part of the physical event? |
| *Answer 1* | *The location of the event is to be suggested as part of the methodology, it is envisaged to be located in one of the WB6 Contracting Parties capitals.* |
| **Question 2** | Tender Dossier: Provide professional/HD video camera for each venue – How many venues will need professional HD video camera? In which country/city are the venues located? |
| *Answer 2* | *Typo, only the venue that will be used for the physical event is required to have professional HD cameras.* |
| **Question 3** | Tender Dossier: Provide simultaneous translation from English to the WB6 languages.  – How many languages? |
| *Answer 3* | *- The languages translated via simultaneous translation will be:*  *- Albanian;*  *- Bosnian/Croatian/Montenegrin/Serbian;*  *- Macedonian;* |
| **Question 4** | Tender Dossier: Arrange the moderation of the event;  - Is it needed the moderator of the event from our part? What kind of profile should have the moderator? |
| *Answer 4* | *Please consider the below-given explanation:*  *Yes, the event moderator will be suggested and contracted by the service provider. It shall be a well-trained professional, fluent in English. A track record in volunteering would be a welcomed addition.* |
| **Question 5** | Tender Dossier: Develop visibility materials and branding for the hybrid event (backdrop, roll-ups, venue branding; ZOOM backgrounds) – How many backdrops/roll ups, and which dimensions? What is needed in terms of venue branding?  should include the media toolkit and will it be delivered physically or electronically? |
| *Answer 5* | *The venue branding, including the type of the visibility materials, their arrangement and quantity are to be suggested as part of the methodology, taking into account the budget available. Mock-ups are a welcomed asset.* |
| **Question 6** | Tender Dossier: Secure at least 10 media features per CP  – This means that in total there should be at least 60 media presences including articles, press releases, interviews, participation in programs etc? |
| *Answer 6* | *Your understanding is correct.* |
| **Question 7** | Tender Dossier: Secure media presence at the event and prepare media toolkit for the media present.  Media should be attending online? What should include the media toolkit and will it be delivered physically or electronically? |
| *Answer 7* | *Yes. Local media shall be present physically. The media toolkit will contain the press release, program info sheet, agenda, and visuals, and will be delivered electronically.* |
| **Question 8** | We kindly ask you to provide more information about physical venue where the planned event will be organized. To be more precise we would like to know if the physical venue or location has been already determined, and if not on what basis and when it will be decided where the event will be held. |
| *Answer 8* | *The location of the event is to be suggested as part of the methodology, it is envisaged to be located in one of the capitals of the WB6 Contracting Parties.* |

In addition, referring to Section 11.4. “Choice of selected tenderer” of Instruction to Tenderers, part B of the Tender Dossier, please consider the correction of maximum score given per each category of technical evaluation *as follows:*

***Concept and Methodology- 50;***

***References and Experience- 30.***

Thank you!