Tirana, 4 November 2026

ADDITIONAL INFORMATION TO TENDERERS

Framework agreement for the provision of travel arrangement, accommodation, event management and other related services for the Local Branch Office of the Regional Youth Cooperation Office (RYCO) in Bosnia and Herzegovina

In accordance with the Tender Dossier, the Contracting Authority hereby provides the following clarification in response to a question received from a potential tenderer regarding the Lots under the above referenced framework agreement. This information forms an integral part of the Tender Dossier and shall be considered by all tenderers when preparing their offers.

Question 1 – Eligibility and Subcontracting under Lot I

Question	Could you confirm whether a tenderer may fulfil the professional suitability requirements by acting as the main contractor while engaging a duly authorized travel agency as a subcontractor for flight ticketing?
Response	The eligibility requirements set out in the Tender Dossier apply in the first instance. The tenderer/main contractor must itself be an eligible economic operator, duly registered and legally authorized to perform the activities covered by LOT I. Compliance with the applicable professional and technical selection criteria is subsequently assessed in accordance with the Tender Dossier. Subcontracting may be used for specific components of the services, such as flight ticket issuance/reservation, where applicable. However, subcontracting does not substitute for or remedy a failure of the main contractor to meet the eligibility requirements applicable to it. Accordingly, an eligible and qualified main contractor may engage a duly authorized subcontractor for part of the services, while remaining responsible for the performance of the contract.
Question	If specific professional authorizations or experience are required from the travel agency itself, would a subcontract agreement and supporting documentation be sufficient, or would a consortium arrangement be necessary?
Response	A consortium arrangement is not required solely because the tenderer intends to subcontract a specific component of the services under LOT I. The Tender Dossier permits subcontracting, with the main contractor remaining fully responsible for the performance of the contract. However, as clarified above, subcontracting does not replace or remedy the eligibility requirements applicable to the main contractor. An eligible and qualified tenderer may therefore subcontract specific components of the services without establishing a consortium.

	Where economic operators participate jointly as a consortium, eligibility requirements remain applicable to the participating entities, while the applicable financial, economic, technical and professional capacity requirements are assessed at consortium level. Participation in a consortium does not remedy a failure to meet the applicable eligibility requirement.

Question 2 – Ground transportation pricing under Lot I

Question	Regarding ground transportation pricing, should the proposed rates per kilometre include return mileage, tolls, parking and other operating costs? Is there any provision for minimum journey charges?
Response	The rates for ground transportation shall be calculated in accordance with the pricing provisions set out in the Tender Dossier. Only kilometres travelled while transporting RYCO passengers, from the requested pick-up point to the destination, including any intermediate pick-ups or stops, are chargeable. Mileage related to positioning the vehicle to the pick-up point or returning from the destination without RYCO passengers is not chargeable. The proposed rates shall be inclusive of the applicable costs associated with providing the service, in accordance with the Financial Offer. No separate minimum journey charge is foreseen under the Tender Dossier; therefore, tenderers should apply the pricing structure provided therein.

Question 3 – Application of Percentage-Based Company Fees under LOT II

Question	For the percentage-based company fees, could you clarify whether the applicable percentage is determined by the total value of each individual Call-Off Order or calculated progressively across the stated value brackets?
Response	The applicable percentage is determined separately for each service category included in the individual Call-Off Order, in accordance with the pricing structure set out in the Tender Dossier. Where a Call-Off Order concerns only one service category, for example accommodation, the applicable percentage for that category and value range will be applied to the total cost of that service. Where a Call-Off Order includes more than one service category, for example accommodation and event management services, the applicable percentage will be determined and applied separately to the total cost of each respective service category, according to the relevant value range stated in the pricing structure. The percentages are therefore not applied to the combined total value of different service categories within the Call-Off Order.

Question 4 – Company Fee for Own-Resource Services under Lot II

Question	Where the selected service provider delivers certain services through its own resources, such as audiovisual production, photography, video production or design, should these be included within the conference package base cost, with the applicable company fee calculated separately?
Response	Services delivered directly through the Service Provider's own resources shall not be presented as separate third-party costs to which an additional company fee is applied. Such internally delivered services form part of the Service Provider's performance under the relevant service category and are covered by the applicable company fee. The applicable company fee shall be calculated on the relevant costs of the service category, in accordance with the corresponding value range and pricing structure set out in the Financial Offer. No separate internal-resource charge, followed by an additional company fee on that charge, is foreseen under the pricing structure applicable to each category of services.

Question 5 – Payment Terms and Advance Payments

Question	Could you confirm whether advance payments or alternative payment arrangements may be considered?
Response	No advance payments or alternative payment arrangements are foreseen under the Tender Dossier. Payments shall be made strictly in accordance with the payment terms and payment procedure established in the Tender Dossier, including the applicable provisions regarding pro-forma confirmation, invoicing and the stipulated payment period.

Question 6 – Indicative Procurement Volume and Historical Expenditure

Question	If available, could RYCO provide an indicative annual procurement volume or historical expenditure for each LOT to assist tenderers in preparing commercially sustainable offers?
Response	As this procurement concerns a Framework Agreement, no fixed or indicative annual procurement volume can be provided. The actual volume and value of services will depend on RYCO's needs during the implementation of the Framework Agreement, as stated in the Tender Dossier, and may vary accordingly. Historical expenditure therefore does not constitute a reliable indication of future requirements.

Respectfully,

Regional Youth Cooperation Office (RYCO)