



Heraklion, 25/07/2013  
ENISA/ADM/DCO/dco/2013/687

## **CORRIGENDUM: N° 02**

### **“Events Organisation Services”**

#### **ENISA F-COD-13-T16**

Article 2.6.4 on page 14 of the Tender Specification has been updated to include details of the method of reimbursement for travel and accommodation costs for any on-site contractor presence requested for an event.

The article is officially reproduced below and officially forms part of the Tender Specification and subsequent contract awarded. The new section is depicted *in italics*:

#### **2.6.4. On-site registration needs, including secretarial assistance such as document printing, copying and scanning, and ad hoc travel arrangements**

Upon the request of ENISA, the contractor shall provide registration desk and secretariat assistance, including printing/copying and/or scanning of materials necessary for or related to the event, such as agenda, participants' lists, application forms for reimbursement of travelling expenses, boarding passes, and the related supporting documents, name plates, badges, maps, signs, seating plans etc.

For performing such tasks the contractor may be asked to provide service personnel during the event. The number of staff to be provided and the expected duration of their engagement in hours per event will be specified by ENISA in the individual request submitted for each event. The assignments of the staff to be provided by the contractors would be limited to performing technical tasks only. Their exact scope will be defined in the specific request to be submitted by ENISA.

If necessary the contractor is expected to arrange ad hoc local transportation/transfer to airport/hotel or between the hotel and the venue for the participants, or other provisions as agreed with ENISA.

*In the cases where an on-site presence is required from the contractor, the cost of the contractor staff shall be based on the price per hour provided in the Financial Offer form (Annex IV) for ‘Secretarial liaison’. The costs of travel, accommodation and subsistence will be paid separately in the following manner:*

**Air travel:**

*Travel by air shall be calculated based on return economy tickets from your company's registered place of business to the place of the event as designated by ENISA. Travel by train or coach will be calculated on the basis of a second class ticket. The actual costs based on evidence produced shall be reimbursed.*

**Subsistence costs:**

*Any costs incurred during approved business trips such as subsistence expenses for overnight stays shall be wholly covered by the per diem allowance rates published by the European Commission for the actual dates of the trip. Per diems cover accommodation, meals, local travel within the location of the event and sundry expenses. As an example, the daily per diem rate for Greece is currently €222.00. Please, refer to the following link for actual rates for each EU member state per overnight stay:*

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)