

**CLARIFICATIONS TO TENDER: N° 03**

**“Provision of travel agency & events organization services”**

**ENISA P/14/09/AGA "**

**Question & Answers**

<p><b>Q1:</b></p>	<p>For financial purposes because hotels prices vary upon the month when the event is supposed to be held, could you provide your expected month for scenario 1 in lot 2?</p>
<p><b>A1:</b></p>	<p>For ‘Scenario 1 of Lot 2: One day workshop for 50 participants in London, as referred to in Part 2; Article 8.1 and in Annex IV (b) - Financial Offer form for Lot 2, please use the <b>18th November 2009</b> as the actual date of this event in order to more accurately present pricing for the hotel accommodation and/or any other related costs.</p>
<p><b>Q2:</b></p>	<p>Could you please tick which items below are included in the 1.68 million-four year contract:</p> <ul style="list-style-type: none"> <li>• Service Provider management fee</li> <li>• Travel costs for Service Provider</li> <li>• Telephone costs for Service Provider</li> <li>• Hotel event room rental for events</li> <li>• Catering for events</li> <li>• Audiovisual equipment rental at events</li> <li>• Technical support at events</li> <li>• Invitation materials for events</li> <li>• Travel costs for event attendees</li> </ul>

<b>A2:</b>	<p>With regard to your specific question please note that any of the listed goods or services can be requested in the context of an order to organise an event. However please note that these goods and services are not necessarily ordered at all times, as the profile of events organised by ENISA might vary. ENISA could for example require the organisation of a very simple meeting for a very small number of participants in which only venue and a coffee break is requested.</p>
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