



**TOURIST
UNION
STRUMICA**

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Project: “The living cultural heritage of two nations on one scene”

*Interreg-IPA Cross-Border Cooperation Bulgaria - North Macedonia Programme 2014-2020
Project Reference Number: CB006.2.23.115; Project Subsidy Contract Number: PД-02-29-231/28.09.22*

Questions and Answers under Tender Procedure for “Provision of Services for organization of events and promotion”, with Reference Number: CB006.2.23.115/PP2-TD2

Project Title: “The living cultural heritage of two nations on one scene”

Type of procedure: Simplified tender procedure for services

Publication Reference: CB006.2.23.115/PP2-TD2

Tender procedure title: “Provision of Services for organization of events and promotion”

LOT 1: Organization of events

LOT 2: Services for Visibility and Promotion

No.	Question	LOT	Answer and clarification from the Contracting Authority
1.	Regarding the accommodation of participants in the events, should we rent single bed rooms or is appropriate to use double and three-bed rooms to accommodate them?	1	The Contracting Authority expects that the potential tenderer (the Contractor) should submit the best conditions and offer regarding the accommodation of participants in the project events. The potential tenderer (the Contractor) should rent single bed rooms for accommodation of the participants.
2.	Regarding the meals (lunches and dinners), should the offer include drinks? If yes, what kind of beverages are expected to be served?	1	Yes, regarding the meals (lunches and dinners), the offer should also include drinks. Each lunch/dinner should include drink: water or soft drink. The necessary services for “Catering services for participants” should also include stuff for serving of meals and drinks, in accordance with p. 4.2 Specific work of Annex II: TERMS OF REFERENCES (ToR). The Contracting Authority expects that the potential tenderer (the Contractor) should submit the best offer regarding the catering / refreshment services for the participants in the project events.
3.	Does the accommodation for 50 persons for the event “Carnival of Strumica” has to occur during the main event on	1	Yes, the accommodation for 50 persons from Bulgaria for participation at the event “Carnival of Strumica” in Strumica has to

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	25. February or the days / weekend when Carnival occurs in 2023?		occur during the main event on 25 th of February, 2023.
4.	Are there some other project activities (not mentioned in the ToR) planned to occur in the venue where the press-conference will happen the same day afterwards?	1	The selected Contractor will not be responsible for project activities, which are not subject of the current procurement procedure, respectively are not mentioned in ToR.
5.	Are press conferences planned to occur in the same day with other mentioned events (for ex. opening press-conference and “Carnival in Strumica” event, or closing press-conference and “Night for culture and friendship” event)?	1	The press-conferences are separate project events. The Contractor will be notified prior to the exact date of each event by the Contracting Authority, in accordance with p. 5.2. Start date & period of implementation of tasks of SERVICE CONTRACT NOTICE.
6.	Regarding the events “Dojranski handshakes” and “Night for culture and friendship”, who will be responsible for venue rent, obtaining permissions for public space event organization (if the event planned to be held at municipality square or in the city park for ex.), electrical connection and installation, security hiring etc.	1	The selected Contractor will be responsible for provision of the services, in accordance with concluded contract and its annexes, including ToR and technical offer. All other technical matters and logistics which are not subject of the signed contract and are not specified in the ToR are not the responsibility of the potential Contractor.
7.	What are the dimensions of the vinyl billboard in Dojran?	1	The vinyl billboard or video wall (monitor) that will be offered by the potential tenderer (the Contractor) should be suitable and compatible with the required stage, as it going to be used for project visibility and promotion as well as for video presentation. The dimensions of the vinyl billboard or video wall (monitor) for the Event "Evening of Bulgarian Culture in Manifestation "Dojranski Handshakes" in Dojran are as follows: <ul style="list-style-type: none"> • Quantity: 1 pc; • Language: Macedonian; • Type: Video wall (monitor) or Vinyl billboard; • Format: W x H = 5 x 4 meters; • Colour: 4+0; • Designing of the content.
8.	Where the event in Dojran will occur, at open or in closed venue?	1	The event "Evening of Bulgarian Culture in Manifestation "Dojranski Handshakes" in Dojran will be organized and held at open space area (outdoors).
9.	Should the venue for the event “Night for culture and friendship” and place for accommodation of participants be at one	1	The potential Contractor should propose a venue for accommodation of the participants for the event and the proposal should be



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	location (and the hotel yard to be used for the event)?		submitted to the Contracting Authority. Based on the proposal by the potential Contractor, the Contracting Authority will adopt a decision and inform the Contractor. The location of the event will be on the territory of the Municipality of Strumica. The location (venue) for the event will be determined by the Contracting Authority. The Contractor will be informed about the final decision for the location (venue) of the event by the Contracting Authority.
10.	Should we plan that the event "Night for culture and friendship" will occur at closed venue if the weather conditions are bad?	1	The event should be held in open space area. The exact date will be chosen by the Contracting Authority after examination of weather forecast and the Contractor will be notified prior to the exact date of the event by the Contracting Authority, in accordance with p. 5.2. Start date & period of implementation of tasks of SERVICE CONTRACT NOTICE. In case of impossibility for conduction of the event in open space area, due to unfavorable weather conditions, the Contracting Authority will take the necessary actions, in accordance with current EU and national legislation and Programme Interreg-IPA CBC Bulgaria-North Macedonia rules and will inform the Contractor. In case of unfavorable weather conditions, the event can be postponed or organized indoors (closed venue). The Contractor is expected to quickly adapt to any situation that arises.
11.	Please provide us more details for the tourist site visit planned to be part of event "Night for culture and friendship". Do we have to provide transport, touristic guide, visitors refreshments etc.	1	The selected Contractor will be responsible for provision of the services, in accordance with concluded contract and its annexes, including ToR and technical offer. All supporting services, necessary for organization and conduction of the respective event, which are not subject of the signed contract, are sole responsibility of the Contracting Authority.
12.	Regarding publications in regional media, do we have to produce the web banner / press release? How many impressions and web portals have to be included in the media plan?	2	The Contractor shall provide proposals for the content of the publications in regional media (Press release or web banner) to the Contracting Authority. The content of the publications will be confirmed by the Contracting Authority. The Contracting Authority expects that the



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			potential tenderer (the Contractor) should submit the best offer regarding the selected media channels and number of impressions for the planned publications.
13.	Regarding the promotional films, do we have to provide cameramen, lightning and sound recording equipment, while the Contracting Authority will provide camera and drone (as stated in the Tor)?	2	The potential tenderer (the Contractor) will be responsible to prepare/elaborate (develop concept, define locations, include graphics, subtitles, etc.) and produce (shoot, edit and post-produce) 3 promotional films on the general topic "Living Cultural Heritage". The Contractor has possibility to use the equipment provided by the Contracting Authority (camera and drone). All other equipment, including all human resources necessary for the production of the promotional films are the responsibility of the Contractor.
Question regarding the technical offer:			
1.	Should we provide key expert CV in the excel file provided in tender dossier / folder B or we can submit it on our own template?		All tenderers must use the provided template for ANNEX IV: KEY EXPERTS, in accordance with p. 4.1. Technical offer of INSTRUCTION TO TENDERERS.

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