



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 11. 05. 2012  
EIGE/PROC D/2012/ 228

**Tender:** EIGE/2012/ADM/13  
**Framework contract:** Services to support EIGE's communication activities  
**Subject:** Answers to requests for clarifications regarding the Tender. Nr. 4

Dear Sir/ Madam,

From a potential tenderer we received questions that could be of general interest. Please find herewith the answers to these questions.

Sincerely yours,

Procurement  
EIGE

## **EIGE/2012/ADM/13. Questions & Answers Nr 4**

### **Question 1:**

Question: Does the budget for Lot 1 have to cover the costs associated with events (e.g. catering, transport, graphic design, shipping the stand, translation services and so on) or will these costs be paid for by EIGE directly and so be covered separately?

### **Answer 1:**

The indicated volume of the contract over 4 years is meant to cover the entire organisation of this type of events.

### **Question 2:**

Does the budget for Lot 1 have to cover the cost of media monitoring?

### **Answer 2:**

Yes. EIGE plan to request for media monitoring as part of Lot1 and therefore price for covering the cost are to be including.

### **Question 3:**

How regular are these events and how many do you foresee being run each month or per annum?

### **Answer 3:**

Answer: EIGE foresee to run between 5 and 10 events per year. This number it not fixed. Some events will be annual like 8 March international Women's Day.

### **Question 4:**

What is the average number of participants at each event?

### **Answer 4:**

The number will range between 8 and 15.