



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 09-06-2015  
EIGE/VL/mm D/2015/281

**Tender:** EIGE/2015/OPER/18  
**Collection of good practices on non-monetary measures  
in the area of Women and Poverty**

**Subject:** Answer to request for clarification regarding the Tender

Dear Sir/ Madam,

From a potential tenderer we received a question that might be of general interest.  
Please find herewith the answer to this question.

Sincerely yours,

Procurement  
EIGE

## EIGE/2015/OPER/18. Questions & Answers Nr2

### Question 1:

Page 32 of the Terms of reference indicates that "For the organisation of the consultation meeting under this contract the tenderer shall put an amount of 28,000 euros". Does this amount include all the costs elements listed for the organisation of the meeting p.13 (accommodation, catering, travels, etc)?

### Answer 1:

As stated on page 13 of Tender specifications, "Activity 2.1: identification of good practices"

"The contractor will be responsible for the following tasks:

- manage travel arrangements of 30 stakeholders (2 nights and flight); Stakeholders will be representative from EU Member States and main organisations and networks working on the issue of poverty and social exclusion, with specific knowledge and expertise on the gender dimension of the problem;
- accommodation:
  - *accommodation in 4 stars hotel, centrally located;*
- catering:
  - *1<sup>st</sup> day*
    - *2 coffee breaks*
    - *Lunch*
    - *dinner*
  - *2<sup>nd</sup> day*
    - *1 coffee break*
    - *Lunch*
- Travel:
  - *flight to/from Vilnius, economy class."*