

EUROPEAN INSTITUTE FOR GENDER EQUALITY



Vilnius, 22. 07. 2011
EIGE/AM/am D/2011/148

Tender: EIGE/2011/OPER/06
**Study for the construction of a statistical information system of the
European Union Gender Equality Index**

Subject: Answers to requests for clarifications regarding the Tender

Dear Sir/ Madam,

From potential tenderers we received questions which might be of general interest. Please find herewith the answers to these questions.

Sincerely yours,

Procurement Team
EIGE

EIGE/2011/OPER/06. Questions & Answers Nr 3

Question 1:

we need some clarification on the content of the ToR on task 5.

we would like to know if in task 5 - Supporting the implementation of the communications strategy - you mean to organize the 27 meeting in the EU MSs considering all the organization tasks.

In particular, do we have to propose you a support to the overall service of booking hotels and travel, selecting the meeting room(s) and providing technical facilities and, if needed, interpretation services?

In this case, do we have to consider in the proposal this activities and connected costs?

Answer 1:

The assistance and support asked in Task 5 of the ToR deals with the content of the meetings, with particular attention to the methods used to construct the Statistical Information System. The requested assistance is not dealing with the organisation of the 27 meetings in the MSs. In particular, if needed and requested by EIGE, we expect our contractor will give presentations, will reply to questions related the work carried out, will take minutes during the meeting, will have debriefing meeting with EIGE researchers.