




TO: All Bidders

DATE: 21 March 2024

TEL. NO.:

EMAIL:

FROM: Sally Alvarez de Schreiner
Chief, Procurement Services Section

REF.: 
RFQ 2024-0038/ THORVALDSDOTTIR

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SUBJECT: RFP 2024-0038/THORVALDSDOTTIR
Venue, Conference Package and Dinner for 100 participants for INGE Workshop, Vienna Austria, from 10 to 14 June 2024
Clarifications No. 1

Dear Bidders,

Please find attached Clarifications No. 1 related to queries raised by bidders in respect to RFP 2024-0038/THORVALDSDOTTIR concerning “Venue, Conference Package and Dinner for 100 Participants for INGE Workshop, Vienna Austria, from 10 to 14 June 2024”.

Please note that Clarifications No.1 are an integral part of the RFP documents and shall be considered in the preparation and submission of proposals.

We are looking forward to receiving your proposal prior to the submission deadline on **25 March 2024 17:00 hours, Vienna (Austria) local time.**

Sincerely,


Sally Alvarez de Schreiner
Chief, Procurement Services Section

Attachment:

- *Question and Answer - Clarifications No. 1*

Item#	Question	Answer
1	Does the Commission prefer a specific location in Vienna for the meeting or may we check all our products? (around 30-40 minutes to Vienna)	Kindly see Section 2 of the Terms of Reference: it is a mandatory that the venue is within 10 km radius of the Hofburg Palace (Vienna, Austria).
2	When will the participants arrive and depart?	Kindly see Sections 2 and 4 of the Terms of Reference Point Mandatory: Conference venue for 100 participants from 10 th to 14 th June 2024 inclusive. Optional: 20 single rooms from 9 th to 15 th June 2024 inclusive.
3	Does the Commission already have an agenda for the meeting?	Agenda is under preparation and will be shared with the awarded bidder.
4	Which set-up would the Commission like to have in the meeting room? (e.g. u-shape, classroom, theatre)	Kindly refer to Section 2 of the Terms of Reference e.g. Theatre set-up of main conference room, break-out rooms and poster rooms can be as classroom, etc.
5	Does the Commission have any special requirements regarding catering during the meeting?	Participants are international so vegetarian options should be provided to avoid issues with halal/kosher etc.
6	Will the Commission require any special technical equipment?	Kindly see Section 2 of the Terms of Reference (Projection with audio; cameras and microphones for online attendees, etc.)
7	Is daylight in the meeting room mandatory?	Yes. Meeting rooms in cellars is not acceptable.
8	Does the Commission have any information about the budget per person/day?	The Commission does not share budgetary information with bidders.