

Subject: Summary of Clarifications regarding ITB SER 77 2015

1) When you are saying international standards, on which standards particularly you meant?

**Reply: HACAP and ISO if applicable.**

2) Do we need to apply for all the locations? If we apply for the other locations than Belgrade, do we give you the prices FCO Belgrade or...?

**Reply: Each catering company can apply for the region on which she already operates. Of course, if you want you can apply for all the regions. If it is Belgrade than the parity is FCO Belgrade, if it is Novi Sad than the parity is FCO Novi Sad.**

3) Annex D – Part Bar and average menu, in column named “quantity” what do you mean by saying one? Do you mean unlimited consummation of this drink per person or one litre of drink per person or one glass per person?

**Reply: The quantity 1 is for calculation/evaluation purposes where average number of 25 persons per event applies. Please note that for the actual events, OSCE will request the offer each time prior to events and that the offers will reflect the individual requirements (i.e. for 25 persons: 5 juices, 3 alcoholic drinks, 5 mineral waters, 4 coffees and similar).**

4) Annex D – Rental Fee - in column named “quantity” what do you mean by saying one?

**Reply: The quantity 1 is for calculation/evaluation purposes where average number of 25 persons per event applies. Please note that for the actual events, OSCE will request the offer each time prior to events and that the offers will reflect the individual requirements (i.e. for 25 persons: 25 chairs, 5 tables, 3 waiters and similar).**

5) How it is planned food to be served in plastic containers or on metal dishes (buffet)?

**Reply: Depends of the food type but usually on metal dishes (buffet) which is heated if needed.**

6) In your RFQ documents several locations are mentioned as possible catering locations. How often are required catering services outside of Belgrade? Where, in your RFQ documents we can put the delivery costs and how to calculate it per person when it is very dependable of delivery location?

**Reply: You don't need to apply for all the locations. Attached is the amended Annex D, with added lines for transportation/delivery costs.**

7) Is HACCP standard mandatory?

**Reply: Yes, It is mandatory.**

8) Is it possible to submit the offer as a consortium jointly?

**Reply: Two companies can submit their offer as a consortium jointly. As for the references and requested documentation as a part of the bid, each member of the consortium has to send all documents, irrelevant of the participation in the joint venture.**