

## ITB SER 78 2015 Translation Equipment

### Summary of Clarifications

16.10.2015

**Question 1:** Is it required that the copy of the company's registration document and company's financial statements are translated into English when submitting our offers?

**Reply:** No, there is no need.

**Question 2:** Which last two years of the Company's Financial Statement are required?

**Reply:** The latest two available (i.e. 2014 and 2013).

**Question 3:** Could you clarify a bit better the content for bid: "6. Updated reference list of services relevant to the subject of this solicitation that were provided to other clients."?

**Reply:** Please provide us with the list of clients for which similar services were provided in the past period.

**Question 4:** Could you clarify the unit and extended price in Annex E, for example: item no. 1 (Up to 25 receivers, 12 table microphones, 1 cordless microphone, sound system, technician, interpreter's booth)?

**Reply:** Extended price in Annex E refers to the total price EXCLUDING VAT in case of several items, i.e. additional receivers (10), price per each, and extended price would apply for 10 in total.

**Question 5:** When is the public opening of bids and can a representative (of the potential bidder) be present for the opening?

**Reply:** In line with the OSCE regulatory framework, Bid Opening Board is established within the OSCE resources/staff and it is not available to public.

**Question 6:** Can a bidder, not satisfied with the decision on the selection, gain insight into the documentation of other bidders and to whom are objections filed?

**Reply:** Unfortunately, no. As per above, final decision is made within the OSCE and documents received from one bidder are not available to other bidders.

**Question 7:** Can two companies and/or a consortium of bidders bid jointly and do the references of one bidder apply to the entire consortium?

**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.

**Question 8:** The terms of reference states: "The potential supplier shall ensure installation of the requested equipment regardless of the selected venue for the event. The potential supplier therefore shall have in mind events could be organized in venues where a non-standard size of the equipment - interpretation booth shall be required and thus, ensure adequate equipment is installed in such venues."

Is it the obligation of the bidder to note this in the request for such locations, in order for the service provider to prepare a non-standard booth in time? Particularly regarding locations outside Belgrade?

**Reply:** When we organize events where there is a need for a non-standard interpretation equipment, we will try to ensure that such details are mentioned in advance (i.e. non-standard booth), depending on the venue.

**Question 9:** What is the minimum number of vehicles a bidder must have to meet the technical requirements?

**Reply:** Number of vehicles is not defined; it is important that the potential supplier/bidder can provide us with the services/equipment as and when requested, irrelevant on the number of vehicles.

**Question 10:** ISO standard booths weigh over 120 kg and can only be transported using a freight vehicle - a van or similar - and the table for the price per kilometre does not envisage the price of transport e.g. with an A-category vehicle and a table to regulate the price for a B-category vehicle. The difference in expense is considerable, both regarding fuel and highway charges.

**Reply:** This is one of the reasons why we added the separate row for the price per kilometre. It is up to the bidder to decide on the price, based on the criteria provided.