



Barcelona, March 12, 2026

## **ANSWERS TO QUESTIONS**

### **Procedure: Event Support Services - 13 - PRO641LAD-2026**

With reference to the above-mentioned Simplified procedure, please find below the answers to the questions posed by the interested companies:

#### **REQUEST FOR CLARIFICATIONS Nr. 1 (dated Thursday 26/02/2026 18:57)**

**Question 1:** *On pg 11 of Annex II Terms of Reference you describe the service C4. Registration desk, some of which are man hour based and will be provided in house. Since this item is under the reimbursable budget line we would like to know what kind of document would be deemed acceptable for financial reporting purposes. Could we perhaps claim reimbursement by presenting a time sheet for the man hours spent on this activity?*

**Answer:** Please note that the specific supporting documentation required for financial reporting will be defined when the service is requested and implemented. This will ensure that the documentation requirements are aligned with the nature of the activity and the applicable financial and audit rules.

The main supporting documentation required for financial reporting is listed below. Additional documents may be requested and defined at the time the service is requested and implemented in which normally is available, in order to ensure that the documentation requirements are aligned with the nature of the activity and the applicable donor regulations.

1. Financial report with a breakdown by nature of cost (e.g. flights, hotels, visas, insurance, transportation, catering, lunch, dinner, other activity-related costs, communication and visibility, etc.)
2. Technical report
3. Expenditure verification report in accordance with the audit Terms of Reference and detailed documentation requirements
4. Invoices
5. Timesheets of agency staff
6. Boarding passes
7. Proof of payments, particularly for reimbursable costs
8. Participants and attendance lists.

Any other documents required at the time the service is requested.

#### **REQUEST FOR CLARIFICATIONS Nr. 2 (dated Friday 27/02/2026 15:52)**

**Question 2:** *With regards the technical capacity requirement of “at least 1 [event] was carried out in the Southern Mediterranean region”, could you clarify if it should be understood strictly referred to*



*member states of the UfM in the Southern Mediterranean (i.e., Morocco, Algeria, Tunisia, Mauritania, Egypt)? Or would events organized in any UfM member state outside of the European Union comply with this requirement?*

**Answer:** For the technical capacity requirement, the “Southern Mediterranean region” should be understood to include the following countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia, Türkiye, and Albania.

**Question 3:** *Regarding the case studies: 1. Could you please confirm if we should use the scenarios provided in Annex III as specific basis for the development of each case studies? That is, the elements in "Annex III 1 online event" for case study under category 1, and so on. 2. If so, for category 3, there are two options, should we follow annex 3a or annex 3b? We noticed there are 5 scenarios in total but only 4 case studies requested.*

**Answer:** Yes, the scenarios provided in Annex III should be used as the basis for the development of each case studies. Tenderers are expected to build their response around the relevant scenario for each category, i.e. “1 online event”, “2 small-scale on-site event without individual assistance”, “3a Small and medium-scale on-site event with individual assistance”, “3b Small and medium-scale on-site event with individual assistance”, and “4 Large-scale on-site event & High-level large-scale on-site event”. As per the case studies there are in fact 2 case studies for category 3: 3a and 3b and both should be presented separately, the bidders cannot choose between one or the other.

**Question 4:** *With regards the direct costs, defined in the ToR as “are the reimbursable costs of the FWCr which are not generated directly by the services to be provided under item 3.1.”. Could you clarify if, in case of needed for the implementation of a specific contract, direct costs would be considered for the total reimbursable component over which the maximum fee rate of 20% (15% for category 4 events) would be calculated?*

**Answer:** The limitation of each flat rate (fee) may not exceed 20% of the reimbursable component quoted (15% for category 4 events) is linked specifically to the “Reimbursable” component as defined under point b” of section 7.2.1.2 - Financial offer – of the Terms of Reference (ToR, which concerns services typically provided by third-party service providers. Although point “c” defines Direct costs as “reimbursable costs of the FWCr”, these are not part of the “Reimbursable” component under point “b”. Consequently, the limitation on the flat rate (20%, or 15% for category 4 events) does not apply to the Direct costs defined under point “c”.

**Question 5:** *In order to demonstrate compliance with the professional capacity required, could you clarify if full CVs of at least two personnel with proven experience in organizing events should be included? If so, is there any specific CV format that we should use?*

**Answer:** With reference to Section 7.2.1 – Content, the Technical Offer may include the names and the profiles of the Project Director and the Event Coordinator(s). The Terms of Reference do not prescribe a specific CV template or format. Consequently, no mandatory CV format is required.



However, the information provided should clearly demonstrate the relevant experience and qualifications necessary to meet the professional capacity requirement.

#### **REQUEST FOR CLARIFICATIONS Nr. 3 (dated Monday 02/03/2026 12:45)**

**Question 6:** *In section 5.5 “Specific Event Coordinator” of the Tender Specifications it is stated that “In case the specific event coordinator is mobilised outside of the FWC Headquarters, the travel costs and per diem will be paid as direct costs. Their fee is already included in the flat rates.” Could you please clarify what should be understood as FWC Headquarters in this regard?*

**Answer:** Incidental expenditure to cover travel costs may be foreseen for a specific event request, and such costs would be treated as Direct Costs, including per diem and travel expenses of the event coordinator, additional event coordinator, or Management team members required to participate in the event, in accordance with the rules set out in Section 7.2.1.2 (c) of the ToR. Headquarters of the FWC is considered the principal place of business where the contractor is based. E.g. is the FWC is based in Brussels and the event is taking place in Barcelona, cost of travel from Brussels to Barcelona will be covered and Spain per diem will be paid.

#### **REQUEST FOR CLARIFICATIONS Nr. 4 (dated Tuesday 03/03/2026 13:36)**

**Question 7:** *We also have a question regarding the case studies requested as part of the submission. Could you please clarify whether your venue has any imposed or exclusive suppliers that we should take into account when preparing our documents?*

**Answer:** The case studies are based on fictitious events. No additional information will be provided beyond what is explicitly included in the case study descriptions. Tenderers are invited to make any assumptions they consider necessary for the preparation of their technical offer, provided that such assumptions are clearly stated and duly justified in their submission.

#### **REQUEST FOR CLARIFICATIONS Nr. 5 (dated Wednesday 04/03/2026 12:33)**

**Question 8:** *In Annex III – Organisation & Methodology, it is stated that: “The technical offer should not exceed the following number of pages (excluding annexes): • 3 pages for categories 1, 2 and 3, and • 10 pages for category 4.”. Could you please confirm whether the 3-page limit for categories 1, 2 and 3 should be understood as: • 3 pages in total covering all three categories (1, 2 and 3), or • 3 pages per category (therefore up to 9 pages in total)?*

**Answer:** The limit is 3 pages per case study for the following case studies:

- Case study number 1: “Online event”,
- Case study number 2: “Small and medium-scale face-to-face event without individual assistance”,
- Case study number 3a: “Small and medium-scale face-to-face event with individual assistance”,
- Case study number 3b: “Small and medium-scale face-to-face event with individual assistance”