



External support programme event

Questions and answers

Question 1: Additional costs

“Terms of references (ToRs) indicate that “The offered price shall cover any costs arising from the complete delivery of the services described below. Additional costs will not be reimbursed.” Does this mean that our financial offer shall also include the printing costs of the visibility materials, conference kits, printing of the books, etc.? Or any other communication product we suggest in the proposal?”

Answer: Your financial offer should indeed include all foreseeable costs such as printing costs.

Question 2 - Printing costs

“You indicated that the contractor should also bear the printing costs of the materials, whereas in the document attached, the items included are the Working Hours of the consulting team. Could you please clarify?”

Answer: You may add the cost in the “others” section, referencing the number of items and not hours to provide further details. For example: COLUMN A: Printing of the publication / COLUMN B: XX copies / COLUMN C: XX euros

Question 3 - Pricelist template

“In the pricelist template, the requests for hosting and maintenance, and some of the elements included in the optional services are not in line with the specification of ToRs. Could you confirm what is the correct financial offer template for this contract?”

Answer: The link to the template was indeed still referring to a previous procurement. The correct template was updated on the website on 22 August 2024.



Question 4 - Side event

“Could you please specify for the “Support for the organisation of a side event on 14 May in the Salzburg region” which actions you need here? From deciding on the location to ordering catering, like top down or a more general support like filling of gaps?”

Answer: The programme on 14 May has to be completely decided, from the location to the catering. Together we will decide which Interreg Alpine Space project will be involved in the side event.