

Registration No. 2026/222
Date: October 14th, 2026

Approved by
Dragana RAJIC
Director

CONTRACTING AUTHORITY'S CLARIFICATIONS No. 1

Tender title: Final Event Organisation and Logistics Services in Šuto Orizari, Skopje, North Macedonia, within the Project "EU Regional Action for Roma Education: Increased Education Support and Opportunities for Roma Students in the Western Balkans and Türkiye (RARE), Phase II"

Location: Belgrade, Republic of Serbia

Reference number: 2026/216

No.	Request for clarification	Answer
1.	With reference to the tender mentioned in the subject line, we would kindly appreciate your clarification on the following questions regarding Annex 3: Financial Proposal Template. Q1: Event Venue Services 2. Event Venue Services: <i>Stage/platform with carpet (1 set, including delivery, installation, and dismantling)</i> Could you please clarify the following details regarding the stage setup: • What are the required dimensions of the stage/platform? • How many panelists are expected to participate on the stage? • Will the panelists be seated during the session? (Please note that chairs and tables are not included in the ToR.) • Are the four wireless microphones intended for the panelists or for audience Q&A sessions?	• Stage/platform dimensions: The platform is expected to be no larger than 3 × 4 metres. The final dimensions will depend on the venue. • Number of panelists: A maximum of four panelists is expected. • Seating arrangements: It has not yet been decided whether the panelists will be seated on the platform or participate from the audience. Tables and chairs are not required as part of the stage/platform set-up. • Wireless microphones: The four wireless microphones will be used by the speakers and for audience Q&A sessions. • Presentation equipment: No LED screen, projector or projection screen is required.

	• Will presentation equipment be required, such as an LED screen or projector and projection screen?	
2.	Q2: Travel-Related Costs for the Türkiye Team 4.2 Travel-Related Costs for the Türkiye Team Could you please clarify whether the local transportation costs refer to: • Public transportation and/or taxi expenses; or • Organized transportation to be arranged by the contractor? Additionally, are these costs intended solely for individual participants, and will they be reimbursed or paid directly to the participants?	• The local transportation costs refer to public transportation and/or taxi expenses. • No organised transportation will be arranged by the Contractor. These costs are intended for individual participants and will be paid directly to the participants, if they are supported by adequate proof of payment.
3.	Q3: Event Visual Identity and Branding Could you please provide further information regarding the event branding and visual materials? Specifically: • Will there be a branded backdrop/banner behind the stage? • Are any additional branding materials planned for the venue?	• Branded backdrop/banner behind the stage: The ToR does not specify a separate branded backdrop or banner behind the stage. The Contractor shall provide one portable display banner/roll-up, as specified in Section 4.9 of the ToR. • Additional branding materials: The visibility materials to be provided are those listed in Section 4.9 of the ToR, namely one portable display banner/roll-up and the specified quantities of branded promotional items.