

## Queries and responses for tender 83463262

### Conference preparation and implementation: Learning Forum

TOR does not have cost line items for these elements:

- a. catering i.e. lunch packs for the participants during the field site visits – should the bidder assume that the lunch packs will be provided by a different service provider? We also assume that the bidder will be required to liaise with the hotel to prepare pre-packaged breakfast for the field trips.  
**Participants will have breakfast at the hotel before departing to the field site visits. GIZ will provide lunch packs through the hotel.**
- b. Are we correct to assume that each organisation will provide their banners or the bidder will be required to provide the banners – if the latter, how many?  
**GIZ and NYDA will provide their own banners. The contractor will not procure banners.**
- c. sign language will this element be provided by a different service provider?  
**Yes. GIZ will procure this service separately and the bidders should therefore not include these in their budget.**
- d. audio-visual services should the hotel not provide live-streaming services?  
**No. The event will not be streamed live. All participants will be in-person.**
- e. Is the bidder required to make provision for half or full-day live-streaming?  
**No. The event will not be streamed live. All participants will be in-person.**
- f. How many rooms will require live-streaming services?  
**The event will not be live streamed.**
- g. Should the service provider list these under other costs?  
**No, as all these costs will be covered by GIZ and NYDA separately. Bidder should only include costs that are in the ToR line items.**