

ADDITIONAL INFORMATION ON TENDER CONDITIONS NO. 1
12.4.2016

CONTRACTING AUTHORITY:

Title:	Czech Republic – Ministry of Labor and Social Affairs
Registered office:	Na Poříčním právu 1/376, 128 01 Prague 2
Identification number:	00551023
Representative (entitled on behalf of the contracting authority):	Vlastimil Váňa, Vice-Director of Department for EU and International Cooperation

SMALL-SCALE PUBLIC CONTRACT:

Title:	External cooperation with a Moldovan entity/entities in scope of the project „Capacity Enhancement of Ministry of Labour, Social Security and Family in Moldova“
	SECTION 1: Selection of a coordinator
	SECTION 2: Selection of a consultant

Contracting authority of the above mentioned small-scale public order notify in compliance with chapter 7 of the tender documentation:

Request for additional information on tender conditions No. 1

We have one clarification questions:

PART 1 – Coordinator.

One of the task of Coordinator: "To arrange meetings of working groups (addressing members of working groups, communicating with the Ministry of Labour, Social Protection and Family in Moldova (MMPFSF) to arrange rooms, projectors and refreshments), organisation of other activities, such as workshops and trainings".

The question is ***"Does the cost for refreshments, paper, pens etc. are included in the contract monthly cost or the MoLSA will provide additional funds to cover this costs?"***

Additional information on tender conditions No. 1

The coordinator will be responsible for arranging services as organization of the meetings including arrangement of refreshments.

The coordinator will be arranging these services according instructions of the Ministry of Labour and Social Affairs of the Czech Republic. Additional costs beyond the subject matter of the public contract based on the instructions of the Ministry of Labour and Social Affairs of the Czech Republic (as refreshment itself during the meeting, paper copies of requested files, pens and paper for meeting etc.) will be paid by, the Ministry of Labour and Social Affairs. These additional costs will be not imposed on the coordinator.

Yours sincerely

Petra Ingerová
Public Procurement Unit