



CLARIFICATION # 1
To the RFQ documents for “Event Planning & Management services for MCA-Kosovo”
Reference No. 24-3006

With reference to the Request for Quotation for “Event Planning & Management services for MCA-Kosovo”, Reference No. 24-3006, we would like to inform you that in accordance with the RFQ paragraph 9 page 4, Clarifications, MCA-Kosovo has received some request for clarifications and would like to clarify the following:

Question No.	Points of Clarification requested by prospective Offeror’s
1	
There are a few services mentioned in the RFQ (for example the decoration of conference halls, protocol arrangements; produce, issue, and follow up on event invitations, registration lists, attendance, etc.), that aren't listed in the financial proposal form. Can you please let us know whether we should add these as new entries to the form, or are these supposed to be under other entries in the form?	
Clarification Response by MCA	
Please note that decorations of conference halls – have been removed from the technical requirements. Only staging as per line items 1.8 through 1.10 of the List of Services and Form of Quotation will be required. The cost of the other items specifically mentioned in your question should be distributed under other entries in the form. For example:	
1. Any costs related to the management of participants may be distributed under 4.10 to 4.12.	
Amendment of RFQs (YES/NO)	YES. Please refer to the Addendum No.1

Question No.	Points of Clarification requested by prospective Offeror’s
2	
Could you please further clarify the requests from "the decoration of conference halls", as different quantities of various decorations will affect the total item price of this deliverable.	
Clarification Response by MCA	
The requirement for decoration has been removed.	
Amendment of RFQs (YES/NO)	YES. Please refer to the Addendum No. 1


Question No. 3	Points of Clarification requested by prospective Offeror's
Can you please clarify if the "Professional or LED parcan lights" item, is per piece per event, or for set per event, and if it calls for one set, do you have any amount of light fixtures required for one set?	
Clarification Response by MCA	
The amount shall be per piece per event. At this moment, we do not have the indicative quantities, therefore the offerors must include in the offer the price of one unit.	
Amendment of RFQs (YES/NO)	No.

Question No. 4	Points of Clarification requested by prospective Offeror's
Can you please clarify the "masking" part in the "Stage with masking for small/medium/large events" deliverables?	
Clarification Response by MCA	
Stage maskings include borders, leg curtains and intermediate and back tab curtains. Stage maskings are used to hide the sides, rigging and back of stage when necessary.	
Amendment of RFQs (YES/NO)	No.

Question No. 5	Points of Clarification requested by prospective Offeror's
Can you provide size ranges for the stages for small, medium, and large events, based on your forecast?	
Clarification Response by MCA	
Based on your experience, the stages should be suitable for the facilities provided under 2.1, 2.2 and 2.3.	
Amendment of RFQs (YES/NO)	No.

Question No. 6	Points of Clarification requested by prospective Offeror's
Can you please clarify if within the "Help Desk" deliverable, the company should also arrange for personnel, or only the arrangement of the desk?	
Clarification Response by MCA	
The selected offeror will be responsible for securing personnel too when the service for Help Desk is required.	
Amendment of RFQs (YES/NO)	No.

Ilaz Duli

DocuSigned by:

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 MCA-Kosovo

Procurement Director