

MEAE/FPD/013/2019

06<sup>th</sup> March 2019

To all prospective bidders

**CLARIFICATION Note № 1**

**Request for quotation for the provision of Simultaneous Interpretation Services for the Meetings of the Monitoring Committee of the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund for Malta 2014 – 2020.**

Reference is made to the above-captioned request for quotations for which the deadline for submission of quotations is **Tuesday, 12<sup>th</sup> March 2019, at 17:00 hours.**

Hereunder please find clarifications which are construed to form an integral part of the tender document.

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Question 1: Which are the dates of the meeting? 15<sup>th</sup> and 17<sup>th</sup> May 2019?

**Reply 1: As per Section 3.0 of the specifications, the 5<sup>th</sup> Monitoring Committee of the Maritime and Fisheries Operational Programme for Malta 2014-2020 is planned to be held on the 15<sup>th</sup> May 2019 from 09:00-12:00 whilst the 5<sup>th</sup> Monitoring Committee of the Rural Development Programme is expected to be held on the 17<sup>th</sup> May 2019 from 09:00-12:00. The duration of the meetings, date and time are subject to change by the Managing Authorities.**

**The estimated meeting timings included in the specifications, under Section 3.0 Objectives, are revised as follows:**

<b>Meeting</b>	<b>15<sup>th</sup> and 17<sup>th</sup> May 2019</b>
<b>Registration and welcome coffee</b>	<b>08:15hrs – 09:00hrs</b>
<b>Introduction, Presentation and Q&amp;A time</b>	<b>09:00hrs – 12:00hrs (Approx)</b>

Question 2: Who is involved in the briefing session? Should the interpreters be involved in the briefing session?

**Reply 2: The Managing Authorities clarify that during the briefing session the interpreter/s would be expected to be in attendance.**

Question 3: Is the hourly rate per interpreter or per service?

**Reply 3: The Managing Authorities clarify that the hourly rate to be quoted by the bidder is per service.**

Question 4 Are the interpreters' CVs required?

**As per Section 6.0 of the specifications, the bidder is expected to submit his/her Curriculum Vitae. The Managing Authorities clarify that in cases where the bidder is representing himself/herself and shall be the one delivering the service, his/her Curriculum Vitae are required. However, in cases, where the bidder is representing the Interpreter, the Curriculum Vitae of the Interpreter/s is/are required.**

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All other conditions and requirements, which are not superseded by this Clarification, remain in place.