



TENDER CLARIFICATION DOCUMENT

CALL FOR TENDERS

FOR

SERVICES FOR THE RECRUITMENT OF BUYERS FOR B2B LEISURE TRADE EVENTS ON BEHALF
OF TOURISM IRELAND IN THE FRENCH MARKET

Questions & Answers

Clarification in Response to Questions on Request for Tenders

In line with Tourism Ireland policy please find below, a response to queries received.

In line with Tourism Ireland policy, this clarification is being made available to all interested parties via eTenders.

QUESTIONS & ANSWERS

Q#	QUESTIONS	ANSWERS
1	Should the cost of the Food and Beverage for each event be added to the cost breakdown?	No, only the costs mentioned in the cost breakdown document should be included.
2	Re Lunch event: Is it going to be a seat down or a finger food lunch? (e.g. canapées)	The lunch event is a seated lunch.
3	Should the venue rental cost for each event be included in the cost breakdown?	No, the venue rental is handled by Tourism Ireland and paid directly to the venue.
4	Is there a requirement to include all the technical costs e.g.: screen, microphone, photographer (as an optional)? Could you please provide what the client will already provide?	No, only the costs mentioned in the cost breakdown document should be included.
5	Agency travel costs: do you require the tenderers to include their own travel costs (train, hotel) for the events being organised outside Paris?	No, only the costs mentioned in the cost breakdown document should be included. There is no travel planned outside Paris for the successful tenderer.
6	Could you please provide more information about the 3 different cities for the lunch and learn?	The cities will be Bordeaux, Toulouse and Lyon.

Q#	QUESTIONS	ANSWERS
7	Budget: could you please clarify is the maximum budget is €110,000 or €216,000 (VAT excluded) for the 5 years?	The budget allocated by Tourism Ireland France is €110,000 over the maximum contract duration of five years.
8	Could you confirm that you will not require any of our staff to attend the events taking place outside Paris?	Confirmed, presence of staff is only required for the events taking place in Paris.
9	Do you know how many partners from Ireland will be able to attend these events (a maximum estimate would be fine)? This would help us estimate the amount of collateral to produce.	In regions, 10 to 15 partners will attend. In Paris, 20 to 25 partners will attend.
10	How far in advance of the events do you expect to be able to confirm the cities where the lunches will take place? This would help us plan our schedule and the resources required.	The cities selected are Bordeaux, Toulouse and Lyon.