

## **Pre-bid meeting minutes**

### **Reference: RFP/2023/48358, Training programme for students and young journalists**

The pre-bid meeting was held online, using the Google Meet platform.

Three potential bidders expressed interest and participated in the meeting.

After the initial presentation of the Procurement procedure for their particular activity and the project and the intervention itself, the participants in the meeting raised several questions.

#### **Question:**

What should be calculated as the cost for participants of study tours?

#### **Answer:**

Following the training, study tours for students and young journalists will be arranged in coordination with the EU-funded Media Trips Programme. The top performers from the training, ranging from a minimum of 5 to a maximum of 10 participants, will be eligible to join the EU-funded Media Trips Programme, which involves group visits to an EU Member State. Coordination for these activities will be managed by the selected vendor in collaboration with the Media Trips Programme team, who will handle the logistical aspects while the bidder is expected to bear all trip-related costs for the chosen participants. For calculation purposes, the costs should not exceed the amount of per diems as calculated by the UN or EU (per diem includes costs for accommodation, meals and pocket money).

#### **Question:**

The tender documentation highlights the EU PRO Plus programme as the primary focus for the training. Is it essential to adhere to this focus and to which extent the EU accession process in general can be included?

#### **Answer:**

Main focus should be kept on the EU PRO Plus programme as the programme covers 99 municipalities in Serbia and the programme is funding the activity.

#### **Question:**

Shall traineeship be paid to Media outlet owners as well?

#### **Answer:**

Any costs planned to cover the traineeship should be covered in line with the Laws of the Republic of Serbia. Regarding the financial proposal, if any such costs are planned it should be presented in the budget breakdown and financial proposal.

#### **Question:**

What kind of financial reporting is required?

#### **Answer:**

For financial reporting, the contractor must provide VAT exemption documents and the respective invoice for every milestone specified in the agreement.

**Question:**

Is the age limit for selection of young journalist strict?

**Answer:**

Yes. Age limit of under 30 years old should strictly be upheld.

**Question:**

In case of submission of proposal as a joint venture (consortium) how is tender criteria applied?

**Answer:**

All members of the joint venture have to comply with the eligibility criteria. However, the joint venture members can combine the qualification criteria, and if there is a criteria e.g. related to the financial criteria, it is sufficient that one member complies.