

**CLARIFICATION N° 1**

**TO SERVICE CONTRACT N° CEFTA 2026-02**

**CEFTA Communication and Visibility**

**Clarification request received on 16 February 2026:**

The expected locations (physical venues, cities/countries, or virtual platforms) for the events?

Technical equipment expectations for recording, photography, videography, and content creation (e.g., required cameras, lighting, microphones, drones, or reliance on event-provided AV facilities)?

**CEFTA Secretariat reply**

The events are expected to take place primarily in CEFTA Parties and Brussels. Final locations will be confirmed per event.

The Contractor will attend each event and prepare social media materials, including but not limited to posts, professional photographs, graphics and announcements that capture key outcomes or discussions. The contractor should ensure what equipment will be needed per each event through prior coordination with the Project Manager.

**Clarification request received on 17 February 2026:**

- Is it mandatory or strongly recommended to have a team based in Brussels?
- Can a consortium of 2 companies established in EU countries apply for this tender?
- Is it expected that the contractor will have to produce both the written content and the graphic design and layout of all reports? (inception, interim, draft & final reports). Or just the written content?
- Is it expected that the contractor will have to produce all audiovisual products (5 short videos/reels + infographics + 1 longer video) alone, or will the contractor count on the support (or additional budget) to produce the products (video animators, graphic designers, etc..)?
- Is it expected that the contractor will have to produce the design of all promotional materials alone (brochures, flyers, notebooks, folders, pens, bags, business cards, water bottles, mugs, banners, background designs, etc), or will the contractor count on the support (or additional budget) to produce the products (graphic designers)?

- Will CEFTA cover the transportation, accommodation and meals costs of the contractor to attend the 20 expected events?
- Will CEFTA have additional budget to produce photographic coverage of the 20 expected events? Or will the contractor be responsible for the photographic coverage of all events?

**CEFTA Secretariat reply**

It is not mandatory to have a team based in Brussels. Please mention in your offer where the company has a team based.

Yes, a consortium of 2 companies can apply. For more info see point 16. of Contract Notice. Tender submission form to be completed accordingly and all other related information and/or supporting documents as part of the tender dossier.

The contractor will be responsible reporting (written content) accordingly as per point 7.1. Terms of Reference.

All required human resources and production costs should be included in the financial proposal, unless otherwise specified in the Terms of Reference. The financial offer shall include a breakdown indicating the price for each expected output. All the costs foreseen to achieve the expected outputs should be anticipated while preparing the financial offer.

The contractor is expected to develop the design of the promotional materials (brochures, flyers, notebooks, folders, pens, bags, business cards, water bottles, mugs, banners, background designs, etc.). The contractor may engage graphic designers or other specialists as needed. All related design costs should be included in the proposal. No production/printing is foreseen.