

Clarifications regarding the tender procedure “Production of a booklet showcasing the startups supported through Challenge Fund” under Challenge Fund, EU4Innovation 2023–2026 (Ref. 16318/28)

➤ Photography and Visual Assets

-The Terms of Reference ask the service provider to shoot, collect and select photographs for each featured startup. Could you indicate what existing photographic material is already held for the 55 startups, and what proportion you anticipate would require new photography? We understand that the photographs will be shot in Tirana, Malësia e Madhe, Saranda, Berat, Vlorë, Shkodër, Durrës, Librazhd, Korçë and other cities.

As specified in the Terms of Reference (ToR), the service provider is responsible for shooting, collecting, and selecting high-quality photographs and visual materials for each featured startup, ensuring that they meet professional design and publication standards. The selection and number of photographs should be determined as part of the proposed creative and editorial approach, in accordance with the scope of work and requirements of the ToR. Tenderers should consider the costs necessary for the implementation of the assignment when preparing their financial offers.

-The document states that the tenderer must “shoot, collect, and select” photographs and visual materials for each featured startup. Does this mean that we have to travel to each start-up all over Albania and shoot 55 different locations? If that is the case we would prefer to know as we would need to clearly budget all of the cities.

As specified in the Terms of Reference (ToR), the service provider is responsible for shooting, collecting, and selecting high-quality photographs and visual materials for each featured startup, ensuring that they meet professional design and publication standards. Tenderers should consider the costs necessary for the implementation of the assignment when preparing their financial offers.

➤ Payment terms

-Could you confirm the intended payment schedule, and whether an advance payment on contract signature is envisaged? We ask because field photography and production set-up costs fall early in the assignment, ahead of the first reviewable deliverables.

PART C: DOCUMENTS TO BE COMPLETED BY TENDERER – FINANCIAL OFFER requires tenderers to submit a total price for all services indicated under the “Required services”

section of Part A of the tender documentation. The applicable payment terms will be established in the contract with the selected service provider.

➤ Budget

-The Terms of Reference do not indicate a ceiling for the assignment. If an indicative range is available, it would help us calibrate the scope of the photography and design components appropriately.

Please refer to Section 3 – Financial Information of Part A: Information for Tenderers of the Tender Documentation, which provides the applicable financial information and specifies the maximum available value for the tender.