



Moscow, 14 APR 2017

**Clarification N 1**

**to Tender ref. N ARES (2017)1618410**

**MEDIA MONITORING AND PRESS CLIPPING SERVICES FOR  
EU DELEGATION TO RUSSIA**

**Please find below the additional information regarding the above tender.  
The amendments are marked bold.**

1. The first sentence of Point 6.3.1 of Tender Specifications is replaced by the following:

*6.3.1. " The Contractor shall provide the Contracting Authority with the following reports, **sent by e-mail:** ..."*

the further information under point 6.3.1. remains unchanged.

2. Point 6.4. is replaced by the following:

6.4. CONFIDENTIALITY

*The expected results are based on the assumptions that TV channels, radio-stations and online media are one of the most important sources of information and have an impact on public opinion and decision-making process. It is expected that the Contractor will treat all reports provided to the Contracting Authority with absolute confidentiality.*

***The Contracting Authority shall be the sole owner of the results of the provided service (the media monitoring reports). Any use of the reports by third parties is strictly prohibited.***

3. Prospective tenderers have submitted to the EU Delegation to Russia requests for clarification. Please find below their questions and answers given by the Delegation.

	Question of the potential tenderer	Answer
1.	Shall the tender offer be prepared in English or Russian is also possible?	As indicated in the Invitation to tender: "...you should submit a tender in English or any other EU official language." Not in Russian.
2.	Do we need to translate Constituent Documents into English?	No. The Evidence upon request (all forms of the documents issued by your country authority) shall not be translated. If needed the translation may be requested from the successful tenderer only.

3.	How many users in the EU Delegation will be using the proposed service?	We are not considering this product as a subscription, the sole user of the media monitoring reports will be the Contracting Authority (EU Delegation to Russia), who reserves the right to further distribute the provided reports among the EU staff.
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To ensure equal treatment of all tenderers, this clarification is available for unrestricted and direct access on the website of the EU Delegation to Russia.

It is the tenderers' responsibility to check for updates and modifications during the tendering period.



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