

Los Angeles Office

Prot. 0137608/22

**IFB**

**DIGITAL MARKETING AND SOCIAL MEDIA STRATEGY EXECUTION -  
FRAMEWORK CONTRACT FOR TWENTY -FOUR MONTHS (24 MONTHS)  
CIG: 9491173BB9**

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**FREQUENTLY ASKED QUESTIONS**

**Question n. 1: Can Annexes 1 and 2 be filled out in handwriting?**

**Answer:** It is possible to fill out the forms in handwriting.

**Question n.2: Is it possible to have a general idea of how many events (webinars, conferences, Italian weeks and more) ITA is planning to organize over the next year?**

**Answer:** Currently the Italian Trade Agency Los Angeles Office doesn't have this information.

**Question n. 3: With reference to "Requested services" : 3.1 EVENT MARKETING - Full package (for each specific event) "Presence of professionals during the event for live footage, photo and assistance (please include in the cost all the travel expenses such as transportation, and full board accommodation), for an event duration up to 4 days and that can be located in any US State." is it possible specify the request (video + photo + "assistant"). Travel costs can vary a lot depending on the location, I guess we need to make an estimate?**

**Answer:** The quotation provided by the vendor has to include the presence of professionals during the event, in order for the Italian Trade Agency Los Angeles Office to receive the complete multimedia coverage of the event; besides, the quotation must included the cost for the travel expenses, such as transportation and full board accommodation, needed for the professionals involved in the service and cannot depend on the location of the event, but has to be the same for every event, independently from the location any of the US states.