

## Call for tenders' details

Title: Film-making services.

Start date: 17/02/2016

Time limit for receipt of tenders: 29/03/2016

Contracting authority: European Court of Auditors (ECA)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	22/02/2016 13:57	23/02/2016 11:54	Film-making services - Translation of the question into EN	After creating the registration of our company, we would like to request further information on how we can provide our picture production services, under the terms of the contract?	<b>23/02/2016</b> All terms and conditions concerning the provision of film making services available in procurement documents, in particular Annex 2 Tender specifications (documents in English).
2	22/02/2016 13:57	23/02/2016 11:55	Film-making services.	Exmos. Srs. Após termos criado o registo da nossa empresa, gostaríamos de solicitar informação adicional sobre como poderemos prestar os nossos serviços de produção de imagem, após termos consultado um contrato? Atentamente,	<b>23/02/2016</b> Todos os termos e condições relativos à prestação de serviços de produção audiovisual estão disponíveis na documentação relativa aos concursos públicos, em especial no Anexo 2 do caderno de encargos (documentação em inglês).

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#	Submission date	Publication date	Question subject	Question	Answer
3	25/02/2016 17:54	25/02/2016 18:06	Description of the production	We didn't find any detailed information regarding the specification of the kind of production required. Is it possible to know where and when the production will take place and which could be the frequency of the requests? Where can we find this kind of information?	<b>25/02/2016</b> There is no detailed information concerning the future projects (specific contracts). The exact content, description of the future project (specific contract), place and time of production will be decided when a need for a specific project arises. The purpose of this tendering procedure is to conclude identical contracts with up to 5 contractors who, when a need for a specific project arises, will receive the description of the project and will be invited to tender for the project (specific contract). Please see also point 1.1. of the tender specifications.
4	01/03/2016 13:02	01/03/2016 15:25	Tender Specification Part B Para 3 - Tasks	The wording for Task A and Task B is identical - is this an error or do you require us to quote twice for the same work? Thanks.	<b>01/03/2016</b> Task A and Task B are different. Task A refers to shooting in Luxembourg or in Brussels. The film will be shot in one place, either in Luxembourg or in Brussels. Task B refers to shooting in Luxembourg and in Brussels. The film will be shot in those both places, in Luxembourg and in Brussels.

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5	01/03/2016 16:31	01/03/2016 17:13	Travel costs	Can you confirm that travel costs related to filming do not need to be included in the financial offer lump-sums because they will be reimbursed as set out in the draft service contract Annex 1 in sections 5.3-5.8 of General conditions?	<b>01/03/2016</b> Your understanding is not correct. In accordance with point A.9.3 of tender specifications "prices shall be all-inclusive, calculated to cover all the expenditure borne by the Contractor in the performance of the Contract". The travel costs related to filming shall be included in the financial offer lump-sums, they will not be reimbursed separately. The only reimbursable travel and subsistence expenses are the ones linked to the participation in follow-up, planning meetings for which the Contractor will have to travel to Luxembourg in accordance with point B.5.2 of tender specifications.

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6	01/03/2016 10:32	01/03/2016 17:30	Mais informações em relação ao concurso público N.º Sistema 000070121	<p>Gostaria de saber mais informações acerca deste concurso, nomeadamente o tipo de curtas metragens pretendidas, ficção, vídeo reportagem, vídeo com grafismos e raios...</p> <p>Gostaríamos de concorrer a este concurso e até apresentar alguma ideias relacionadas com o Tribunal de Contas Europeu.</p>	<p><b>01/03/2016</b> O ponto B.3 do caderno de encargos (Anexo 2 do convite à apresentação de propostas) contém as informações relativas aos serviços solicitados.</p> <p>"O contratante deve fornecer alguns ou todos os serviços a seguir enunciados relativos à produção de curtas metragens: escrita de cenários, filmagem e edição, sonorização e possibilidade de produção para diversos meios de comunicação (formato HD para TV, Internet ou DVD).</p> <p>Para efeitos do presente procedimento, "filme" deve ser entendido como um ficheiro de Alta Definição (HD), contendo imagens filmadas ou de animação, com ou sem locução, comentários e/ou entrevistas em língua inglesa. Os filmes terão durações variáveis mas prevê-se que a maioria tenha uma duração de 1 a 3 minutos."</p> <p>Nesta fase não é possível formular as condições de forma mais precisa. O objetivo deste contrato quadro é definir as condições que irão reger os contratos específicos que poderão ser adjudicados durante o respetivo período de vigência. Todas as condições serão definidas de forma</p>

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					<p>condições serão definidas de forma precisa quando surgir a necessidade de um projeto específico (contrato específico). Tal como estipula o caderno de encargos e o projeto de contrato, os contratos específicos serão adjudicados na sequência de uma reabertura do concurso a todos os contratantes do presente contrato quadro.</p> <p>Os contratantes deste contrato quadro receberão um convite à apresentação de propostas específicas. Esse convite incluirá informações sobre as tarefas a realizar e as respetivas modalidades de execução, incluindo prazos. As propostas específicas apresentadas serão avaliadas em conformidade com as disposições contempladas no ponto A.11 do caderno de encargos.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
7	01/03/2016 10:32	01/03/2016 17:32	Further information regarding public competition No 000070121	<p>Translation of question No 6 into EN I would like to receive further information about the competition, particularly the type of short films you need: fiction, video reports, video graphics and frame rates, etc. We would like to participate in the competition and present some of our ideas regarding the European Court of Auditors.</p>	<p><b>01/03/2016</b> Translation of answer No 6 into EN In point B.3 of the tender specifications (Annex 2 to the invitation to tender) you will find the information as regards the requested services.</p> <p>“The contractor shall provide some or all of the services outlined below related to the production of short films: scenario writing, shooting and editing, sound tracking, and possibility production on various media (HD format for TV, web or DVD).</p> <p>For the purposes of this procedure “film” means High Definition (HD) files containing motion or animated pictures with or without voice-over, commentary and/or interviews in English. The films will be of variable durations but most of them are expected to last between 1 and 3 minutes.”</p> <p>At this stage it is not possible to formulate the terms more precisely. The purpose of this framework contract is to establish the terms governing the specific contracts which may be awarded during the period of its validity. All the terms will be precisely laid down when a need for a specific project (specific contract)</p>

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					<p>specific project (specific contract) arises. As stipulated in the tender specifications and draft contract, specific contracts will be awarded following a reopening of competition between all contractors of this framework contract.</p> <p>The contractors of this framework contract will receive an Invitation to submit Specific Tender. This invitation will contain information about the tasks to be performed and modalities for their execution, including time limits. Submitted Specific Tenders will be evaluated according to the provisions set out in point A.11 of the tender specifications.</p>
8	01/03/2016 16:01	01/03/2016 17:44	Award Criteria	<p>In the tender specifications, Point 9.1 b) states that "The costs of the film described above should be consistent with the price offered by the tender in Form 7" - Does this mean that what we propose cannot exceed the price entered in Form 7 and do we need to include a specific price for our production. Thank you</p>	<p><b>01/03/2016</b> The quality of your proposal to point 9.1 b) "2 minute video in English designed to introduce the European Court of Auditors to new MEPs" shall be reflected in the unit price indicated for a 2-minute film in Form 7. Please note that in Form 7 there four different categories (Tasks A-D) of 2-minutes film depending on the location of shooting. The tenderer based on its proposal shall choose the most appropriate category and indicate the unit price.</p>

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9	01/03/2016 16:27	01/03/2016 18:03	Website links	The website links in the Tender Specifications Annex 2 section "B.1 Subject" don't appear to be clickable in the PDF document even though they are coloured blue and underlined. Would you kindly be able to provide the two relevant URLs as full website links?	<b>01/03/2016</b> Please find below two relevant URLs: <a href="http://www.eca.europa.eu/en/Pages/Strategy.aspx">http://www.eca.europa.eu/en/Pages/Strategy.aspx</a>  <a href="http://www.eca.europa.eu/en/Pages/MissionAndRole.aspx">http://www.eca.europa.eu/en/Pages/MissionAndRole.aspx</a>
10	01/03/2016 16:38	02/03/2016 11:05	Working languages	We note that section 5.6 of the tender specifications states that the working languages will be either English or French. Can you kindly clarify if the account manager must have (a) a good command of both English AND French, or (b) a good command of English OR French?	<b>02/03/2016</b> The working language for a particular film/project will be either French or English so the account manager needs to have a good command of both English AND French (point A.8.2)
11	01/03/2016 16:34	02/03/2016 11:07	Casting	Can you clarify what is meant by the term "casting" in the descriptions of Tasks A-D because we understand from the tender specifications that it is unlikely that the casting of actors for drama scenes is envisaged?	<b>02/03/2016</b> Your understanding is correct. Actors are unlikely to be involved. Casting in this example means the selection of speakers, interviewees and others who may appear.



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#	Submission date	Publication date	Question subject	Question	Answer
12	10/03/2016 16:17	10/03/2016 16:28	Langue de l'offre - Language of the offer	Est-il possible de rédiger l'offre en langue française ? Is it possible to submit an offer drafted in French?	<b>10/03/2016</b> Oui, comme indiqué au point 2 de l'invitation à soumissionner, l'offre peut être rédigée dans une des langues officielles de l'Union européenne Yes, as informed in point 2 of the invitation to tender, the offer might be drafted in any of the official languages of the European Union.
13	11/03/2016 12:15	11/03/2016 14:50	Documents to be supplied concerning the Technical Offer	In the tender specification, section 9.1, sub-section b) you request a storyboard and production schedule for a 2 minute video. Is it admissible to suggest an animation video and supply the requested storyboard and schedule based on this assumption, if we feel that an animation might be suitable for addressing the specified topic and target audience?	<b>11/03/2016</b> Yes, the type of video is not fixed by the Court. It is up to the tenderers to choose a type they deem the most appropriate and propose a storyboard and production schedule. The tenderers shall bear in mind that the costs of this video shall be consistent with the price offered by the tender in Form 7 in Annex 3 (Price schedule) for 2-minutes film.
14	11/03/2016 19:40	14/03/2016 09:39	Project Reference Form	In "Form 6: Project reference form", part of "Annex 3 Model offer AO 530" the second line is "Contract reference:". What does this line refer to - the contract under which the particular reference project has been performed, the contract currently being tendered (AO 530), or something else entirely? Thank you!	<b>14/03/2016</b> Contract reference refers to the reference number of the contract/project submitted as proof of the technical and professional capacity of the tenderers. If the contract/project does not have any reference number please indicate "n.a.".

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#	Submission date	Publication date	Question subject	Question	Answer
15	14/03/2016 23:21	15/03/2016 11:54	Case study - price schedule	Could you please confirm that, when developing the case study foreseen for the technical offer, we have to indicate also the cost of the film described, consistently with the price offered in Form 7 in Annex 3 (Price schedule)?	<b>15/03/2016</b> As part of technical offer under point 9.1.b) the tenderers should provide the story board and production schedule for a 2 minute video in English designed to introduce the European Court of Auditors to new MEPs. The costs of this video shall indicated in Form 7 Annex 3. Please see also the reply to question No 8.
16	16/03/2016 17:16	17/03/2016 09:35	Example of videos produced in last years	In order to better understand your requirements, could we receive an example of videos produced in last years ?	<b>17/03/2016</b> The videos made for and/or by the Court can be found on the Court's YouTube channel: <a href="https://www.youtube.com/user/EUAuditorsECA">https://www.youtube.com/user/EUAuditorsECA</a>

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17	16/03/2016 17:21	17/03/2016 09:36	Financial offer	The financial offer as it is currently does not represent the complexity of film editing, and therefore the related costs. Is it possible to modify the sections of the current price offer in order to provide a more accurate estimate?	<b>17/03/2016</b> The price requested by the Court and included in the form of financial offer is lump-sum type price, which shall cover all the costs for the production of a 1-min/2-min/3-min/4-min film taking into account all services listed in the tasks description [without going into specific details]. This formula will allow the Evaluation Committee to compare the offers. Once a specific request (invitation to tender for a specific project) which gives all details of the specific project is sent to the contractors, the tenderers will have the possibility to prepare a technical and financial offer more adapted to the requirements of that specific project.
18	16/03/2016 17:30	17/03/2016 09:38	Diffusion des vidéos - Dissemination of videos	Est-ce que la Cour des comptes serait intéressée par la mise à disposition des vidéos sur un des plateformes de partage de contenu à destination des clients, afin de maximiser la diffusion. Would the Court of Auditors be interested in making videos available on one of the content-sharing platforms to maximize their dissemination to the customers?	<b>17/03/2016</b> Les services de distribution ne font pas partie de l'appel d'offres présent. The dissemination services are out of the scope of this invitation to tender.

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#	Submission date	Publication date	Question subject	Question	Answer
19	17/03/2016 09:39	17/03/2016 09:47	Offre de prix - Fináncial offer	Concernant l'offre de prix, pourrait-on savoir à quoi correspondent les « Task A, B, C, D » ? As concerns the financial offer, we kindly ask you to clarify what you mean by « Task A, B, C, D » and what they refer to.	<b>17/03/2016</b> La description des taches A, B, C, D se trouve dans le cahier des charges point B.3. Les taches A, B, C, D reprises dans l'offre de prix correspondent à cette description. The description of tasks A, B, C, D is to be found in point B.3 of the tender specifications. The tasks A, B, C and D included in the financial offer correspond to this description.
20	17/03/2016 10:16	17/03/2016 10:16	Offre de prix - Financial offer	Concernant l'offre de prix, pourrait-on savoir à quoi correspondent les « Task A, B, C, D » ? As concerns the financial offer, we kindly ask you to clarify what you mean by « Task A, B, C, D » and what they refer to?	<b>17/03/2016</b> La description des taches A, B, C, D se trouve dans le cahier des charges point B.3. Les taches A, B, C, D reprises dans l'offre de prix correspondent à cette description. The description of tasks A, B, C, D is to be found in point B.3 of the tender specifications. The tasks A, B, C and D included in the financial offer correspond to this description.

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21	16/03/2016 17:14	21/03/2016 09:46	Qualité et le contenu des films - Quality and content of videos	Quelles sont vos attentes concernant la qualité et le contenu des films ? What are your requirements concerning the quality and content of the videos?	<b>21/03/2016</b> Les films/vidéos doivent être livrés entre autres sous forme de fichiers vidéo pour l' utilisation web et le podcasting dans les formats les plus courants, fournis pour la distribution en ligne, pour le téléchargement ou le streaming, en utilisant des technologies standards compatibles avec les systèmes de publication Web actuels adoptés par les institutions européennes. La qualité des produits livrables doit prendre en compte les domaines d'exploitation mentionnées au point 4.3.1 du cahier des charges. [Toutefois, les exigences exactes, concernant aussi la qualité seront définies dans l'invitation à soumissionner pour le projet spécifique.] The works received by the Court must be delivered inter alia as video files for web-use and podcasting in the most common formats, supplied for on-line distribution, for download or streaming, using standard technologies compatible with current web publishing systems adopted by the European institutions. The quality of them must take into account the areas of exploitation mentioned in the point 4.3.1 of the tender specification. [However, the exact needs, also concerning the quality, will be always defined in the invitation for specific

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					defined in the invitation for specific tender]

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22	22/03/2016 17:25	22/03/2016 17:29	Financial offer	Does the financial offer correspond only to the proposal made in reply to point 9.1 b) of the Tender specifications or does it correspond to our entire proposal?	<p><b>22/03/2016</b></p> <p>The financial offer contains many different categories of videos/films (Tasks) for which a unit price shall be indicated depending on the duration of video/film (1, 2, 3 and 4-minutes). The quality of your proposal in reply to point 9.1 b) "2 minute video in English designed to introduce the European Court of Auditors to new MEPs" (Annex 2 Tender specifications) shall be reflected in the unit price indicated for a 2-minute film/video in Form 7 of Annex 3. The tenderer, depending on the proposal, shall choose the most appropriate category (Tasks A-D or F) and indicate the unit price for the proposal made under 9.1.b). By way of example, if a tenderer puts forward a proposal for film/video which corresponds to the description of Task A (shooting in Luxembourg or Brussels), then the price for the production and all related services of such a film/video shall be provided under category "Task A 2-minutes film". If the tenderer in reply to point 9.1 b) decides to make a proposal for an animated videos (Task F) then the unit price for the production of such video shall be included under category Task F 2-minutes film.</p>

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