

Call for tenders' details

Title: Provision of graphic design services.

Start date: 24/10/2012

Time limit for receipt of tenders: 12/12/2012

Contracting authority: Publications Office of the European Union (OP)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	30/10/2012 10:47	14/11/2012 15:54	Case Studies - Lot 1	Could you please verify if the Case Studies should use any particular Style Guide for undertaking these Studies.	14/11/2012 Please see Additional Information no 2
2	09/11/2012 15:44	14/11/2012 15:56	lingua	in che lingua devo presentare tutto il materiale di gara?	14/11/2012 Please See Aditonal Information no 2
3	30/10/2012 10:39	15/11/2012 08:58	Provision of graphic design services 2012/S 205-336442	Can you please confirm if the Profile for Graphics Designers requires both English and French. We have undertaken a number of graphics design services for the Commission and the language requirements has always been English or French - not both.	15/11/2012 Please consult Additional Information no 1

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#	Submission date	Publication date	Question subject	Question	Answer
4	05/11/2012 14:51	15/11/2012 08:59	Language Skills	Our Managing Director speaks English & French (Pre-Press Operator CV). The 5 Graphic Designers all work under the co-ordination of the Director and are only English speaking. How would this effect our submission?	15/11/2012 Please consult Additional information no 1
5	23/11/2012 17:41	23/11/2012 17:42	"Legal Entity" form	Q9 Concerning point 2.4 of the Specifications, the "Legal Entity" form for private entities, do you require all three documents detailed on page 13? Can you explain which documents are acceptable as a proof of appointment of the persons authorised to represent the tenderer?	23/11/2012 A9The tenderer has to provide the information regarding its: •trade register entry number; •VAT number, and •legal representatives, who are authorized to sign contracts with thirds parties and to sign the tender as well. If this information is included in the proof of registration, this document is sufficient, otherwise copy of the VAT registration documents, and/or notice of appointment of the persons authorized to represent the tenderer shall also be provided, Documents accepted as proof of appointment are described on p. 13 (third bullet).

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6	23/11/2012 17:43	23/11/2012 17:44	point 2.6 of Specifications	Q10 Could you explain the difference between point 2.6 in the Specifications (page 17-19), and point 2.7 (page 20) and the list of documents to be provided?	23/11/2012 A10The documents requested under point 2.6 are related to the evaluation of the economic and financial as well as professional and technical capacity of the tenderers, whereas the documents requested under point 2.7 are related to the technical offer to be submitted. The list of documents to be provided (annex 5) summarises all the documents requested. In the table the following line shall be added under section three – selection criteria – b) technical and professional capacity: * Set of example projects described on page 18.
7	23/11/2012 17:44	23/11/2012 17:45	Q11 In the Specifications, point 2.6.2.1-6	Q11 In the Specifications, point 2.6.2.1-6 Set of the example projects (page 18) – would you like to receive the hard copy examples or PDF versions on a disk?	23/11/2012 A11See point 2.3 of the Specifications. "Please observe that all documentation has to be provided on paper in triplicate (original and two copies), in recto-verso where possible. CDs or similar medium that are part of the tender must also be provided in triplicate."

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8	23/11/2012 17:45	23/11/2012 17:46	Specifications, point 2.7.1,	<p>Q12 In the Specifications, point 2.7.1, page 20 you ask the Tenderers to present: a document of maximum 10 pagespresenting the tenderer's approach to the production process proposed for carrying out the services covered by this invitation to tender including a description of the quality control process.</p> <p>a) Does it concern the overall requirement or specifically the proposal/example of three projects detailed below?</p> <p>b) Do you require to the projects be presented as visuals with no supporting documentation?</p>	<p>23/11/2012</p> <p>A12a) It concerns the overall requirements.</p> <p>b) Requirements concerning the presentation of each of the projects are to be found in Annex 12.</p>
9	27/11/2012 12:25	27/11/2012 12:26	Q13 Concerning the documentation for the exclusion criteria, would you require to get a stamp of the UK Foreign and Commonwealth office?	Q13 Concerning the documentation for the exclusion criteria, would you require to get a stamp of the UK Foreign and Commonwealth office?	<p>27/11/2012</p> <p>A13If no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested part before a judicial or administrative authority, a notary or a qualified professional body.</p>

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10	27/11/2012 12:27	27/11/2012 12:27	Q14 In the point 2.7 for lot 1, in project 3 - the proposal/example of "Logo for the European MEDIA .	Q14 In the point 2.7 for lot 1, in project 3 - the proposal/example of "Logo for the European MEDIA Film Festival" - it is not very clear for us if you want us to repeat the city, for example TALLIN EUROPEAN FILM FESTIVAL and after TALLIN the date or only a logo personalized in colours with European characteristics with the colours of the organiser/country and after that TALLIN and the date.	27/11/2012 A14It is up to the tenderers to decide what logo they are going to present. For more information please see the annex 12, page 76-77. Rather the general rule is to use the name in the logo only once and not to repeat it.
11	27/11/2012 12:28	27/11/2012 12:29	Q15 In the specifications, point 2.6.2.1-3 Technical questionnaire on selection criteria (2/4) concerning the languages (annex 11)	Q15 In the specifications, point 2.6.2.1-3 Technical questionnaire on selection criteria (2/4) concerning the languages (annex 11) in the question "Are you able to compose in the languages ...", could you explain whether to compose and to work in various languages means also to translate?	27/11/2012 A15Yes, indeed, to compose means to translate, to write, to be able to provide documents (brochures, leaflets etc.) in various languages. 06/12/2012 Please note that this question Q15 and its answer A15 have been replaced by question Q20 and answer A20. Answer A15 is therefore no longer valid.
12	27/11/2012 12:52	28/11/2012 14:14	comic strip	just a confirmation for the proposal, you want us to illustrate only 4 vignettes in a A4? only one sheet of paper? in the different translations is not clear	28/11/2012 A16Yes, the 4 panels shall be provided on one sheet of A4 paper.

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13	06/12/2012 11:13	06/12/2012 11:14	lot 2 (project 1 and 2)	Q16 Concerning the comic strip for lot 2 (project 1 and 2) do you want us to illustrate only 4 vignettes (panels) in an A4, only one sheet of paper?	06/12/2012 A16Yes, the 4 panels shall be provided on one sheet of A4 paper.
14	06/12/2012 11:16	06/12/2012 11:16	Cooperation Leaflet Case Study	Q17 In preparing the Cooperation Leaflet Case Study we have used a number of stock photos. Unless we buy these photos the analysis will not be at its best level. Do you require the Tenderers to buy the photos for incorporation within the Case Study or can we simply use the draft versions provided by the Stock House?	06/12/2012 A17Tenderers are not required to buy the photos/pictures for the preparation of the tender.
15	06/12/2012 11:17	06/12/2012 11:18	project 1 "Cooperation" leaflet for lot 1	Q18 We would like to ask you a question concerning the project 1 "Cooperation" leaflet for lot 1. For the leaflet we have to use placeholder texts. Do we have to use 8000 characters or are we also allowed to use less?	06/12/2012 A18The length of the text shall be respected. The number of characters used shall be 8000 (a margin of 50 characters more or less is allowed).

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16	05/12/2012 10:42	06/12/2012 11:20	Pricing schedule flexibility	<p>We are trying to sort out the pricing schedule but the grid is not very flexible. For example we have to give a price per page price for designing a page in a brochure, but in the Price Quotation it automatically multiples up the pages for the size of the brochure - which is fine except that it also requires various language versions but there is no where to add in the cost of the actual translations.</p> <p>Do we therefore base our quotes on the assumption that all text and translations will be supplied to us electronically, or if we are provided with one language and then get the other languages translated ourselves?</p>	<p>06/12/2012 A19Text will always be provided translated to the contractor, in electronic form.</p>
17	06/12/2012 11:22	06/12/2012 11:23	Specifications - Technical questionnaire on selection criteria	<p>Q20 In the specifications, point 2.6.2.1-3 Technical questionnaire on selection criteria (2/4) concerning the languages (annex 11) in the question "Are you able to compose in the languages ...", could you explain whether to compose and to work in various languages means also to translate?</p>	<p>06/12/2012 A20No translation work is foreseen in this call for tender. To compose and work in a language the Contractor must be able to respect the given language's specificities such as hyphenation. The Contractor will have available the relevant DTP software necessary for treating the given language version.</p>

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18	11/12/2012 17:05	11/12/2012 17:05	Specimen Quotations	<p>Q21 We noticed an anomaly in the Specimen Quotations of the call for tender in subject. It concerns the price post D100001 which is not included in the calculation of the total in the quotation 12 (line 195), neither in the summary of all the quotations (line 221). Can we rectify the file taking into account the price post D100001 or shall we leave the file as it is?</p>	<p>11/12/2012 A21The estimation form for lot 1 has been updated. Tenderers are kindly requested to download the latest version of the relevant document from http://www.publications.europa.eu/tenders/our/index_en.htm or from the document library at https://www.etendering.ted.europa.eu/cft/cft-display.html?cftId=145 and use these to prepare their tender. If tenders were presented based on the previous estimation form, tenderers will be requested to confirm the new estimation during the evaluation.</p>

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