

## Call for tenders' details

Title: Media monitoring services for Slovakia

Start date: 14/01/2017

Time limit for receipt of tenders: 20/02/2017

Contracting authority: European Parliament, DG Communication (COMM)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	31/01/2017 10:13	06/02/2017 14:59	MEDIA MONITORING SERVICES FOR SLOVAKIA	1. Would it be possible to have a sample of a monitoring or at least a .pdf document with press clippings?	<b>06/02/2017</b> 1. Yes. A pdf sample of presentation of a press clipping is now attached in Documents library.
2	31/01/2017 10:13	06/02/2017 14:59	MEDIA MONITORING SERVICES FOR SLOVAKIA	2. Would it be possible to offer a price outside of the range from 200,000 to 300,000 euros / yearly without VAT?	<b>06/02/2017</b> 2. Yes. But this range is intended for all 5 years of the contract.

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3	31/01/2017 10:13	06/02/2017 15:00	MEDIA MONITORING SERVICES FOR SLOVAKIA	3. Is the monitoring and press clippings intended for approximately 35 people or will some additional users receive them as well?	<b>06/02/2017</b> 3. The Daily Reviews consisting of summaries of news and copies of full text articles will be delivered via the EP platform directly to the 35 defined recipients – as specified in the Specifications, Article 3.4. In your price offer in Annex VIII, please specify the price for delivering Clippings to an additional recipient (lines 4 and 10).
4	31/01/2017 10:13	06/02/2017 15:03	MEDIA MONITORING SERVICES FOR SLOVAKIA	4. Are Audio-visual clips intended only for two recipients and they will not get to a different set of users?	<b>06/02/2017</b> 4. The clip(s) will be sent via email, CD, USB or will be made available online via the platform of the tenderer to maximum of 2 recipients – as specified in the Specifications, Article 3.3.1.
5	31/01/2017 10:13	06/02/2017 15:03	MEDIA MONITORING SERVICES FOR SLOVAKIA	5. Are the press clipping and audio visual clips actually just articles and news stories with the two topics: EP and MEP?	<b>06/02/2017</b> 5. This is specified in Article 3.1 of the Specifications: Only for the themes "European Parliament" and "Members of the European Parliament", each summary must be delivered also with the corresponding clipping (copy of original article in PDF format only). The Audiovisual Review should monitor the news under all four themes.

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6	31/01/2017 10:13	06/02/2017 15:04	MEDIA MONITORING SERVICES FOR SLOVAKIA	6. Could you please forward me a list of documents and attachments, which should be completed as a part of the tender, in order not to forget something?	<b>06/02/2017</b> 6. All documents are available via the e-Tendering platform and only via that platform. The presentation of your tender is described in point 5 in document called Conditions for submitting a tender.
7	31/01/2017 10:13	06/02/2017 15:05	MEDIA MONITORING SERVICES FOR SLOVAKIA	7. Regarding the respect of copyrights of the printed media, should we include a copy of the signed contract, or is it enough to supply a declaration of honour?	<b>06/02/2017</b> 7. It is in the responsibility of the tenderer to ensure that all copyrights and other rights and agreements are adhered to, in the delivery of this service.
8	31/01/2017 10:13	06/02/2017 15:05	MEDIA MONITORING SERVICES FOR SLOVAKIA	8. With regard to the EMAS - Once we are a responsible company in the field of environmental protection (we won the grand prize for responsible entrepreneurship in the competition of Via Bona in the category of small / medium businesses), do we need a certificate or a declaration of honour is enough?	<b>06/02/2017</b> 8. Both are acceptable.
9	31/01/2017 10:13	06/02/2017 15:06	MEDIA MONITORING SERVICES FOR SLOVAKIA	9. Apart of the Annex 3, Annex 7, Annex 8, Annex 9, Annex 10, the copy of our income statement and balance sheet, should there be something else included in the documents, if we go to the tender separately?	<b>06/02/2017</b> 9. Please refer to the tender documents for that type of general information.

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10	31/01/2017 10:13	06/02/2017 15:06	MEDIA MONITORING SERVICES FOR SLOVAKIA	10. The link referred to in Annex 4 is broken.	<b>06/02/2017</b> 10. The document is now available in the document library.
11	31/01/2017 10:13	06/02/2017 15:09	MEDIA MONITORING SERVICES FOR SLOVAKIA	11. If we submit an offer to tender with a partner (another company) what documents do we need to supply in addition to its financial statement, mandate, declarations of cooperation and to identify the scope of its technical + professional + economic capacities (Annex V)?	<b>06/02/2017</b> 11. Please refer to the tender documents for that type of general information.
12	31/01/2017 10:13	06/02/2017 15:10	MEDIA MONITORING SERVICES FOR SLOVAKIA	12. What should be included in Annex X? The description of interface through which we flip the contents of the media into our system, for its further processing?	<b>06/02/2017</b> 12. The Annex X was published for information purposes only in order to enable tenderers to assess the amount of work needed to feed the EP Press Review system.

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13	31/01/2017 10:17	06/02/2017 15:10	MEDIA MONITORING SERVICES FOR SLOVAKIA	13. How should we prove the technical solution that provides the search via keywords as well as creates databases of messages? (As mentioned on page 18 in Specifications)	<p><b>06/02/2017</b></p> <p>13. As described in Specifications, Article 14.3: Depending on the nature, quantity or scale and purpose of the supplies, services or works to be provided, the technical and professional capacity of economic operators will be substantiated by one or more of the following documents:</p> <ul style="list-style-type: none"> <li>a) List of the principal services provided in the past three years, with dates;</li> <li>b) The professional and/or educational qualifications of the project leader and the related staff should be proven by providing CVs and for project leader a CV and/or a university diploma.</li> <li>c) Any appropriate evidence of the existence of the keyword-search electronic program and news database</li> </ul> <p>Your technical and professional capacity will be assessed also by your simulation from Annex IX.</p>

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14	31/01/2017 10:17	06/02/2017 15:11	MEDIA MONITORING SERVICES FOR SLOVAKIA	14. In which language should be prepared Application to the tender (I mean descriptions of monitoring experience, documenting professional capacity ...), sample documents will naturally be signed in original EN version.	<b>06/02/2017</b> 14. Tender submitted in any EU official language will be admissible.
15	31/01/2017 10:17	06/02/2017 15:11	MEDIA MONITORING SERVICES FOR SLOVAKIA	15. A simulation from 24.11. should be prepared already in compliance with the requested formatting?	<b>06/02/2017</b> 15. Yes.
16	31/01/2017 10:17	06/02/2017 15:11	MEDIA MONITORING SERVICES FOR SLOVAKIA	16. Part of the daily press reviews are press reports of the current day and the reports published online the previous day? (For example: When preparing the daily press review that would come to you on 24.11.2016 at 9:00 pm, we will include a monitoring of newspapers published on 24/11 and TV + Online news posts that have been published on 23/11?	<b>06/02/2017</b> 16. Yes. The daily press reviews are press reports of the current day. AV and online media monitoring should cover the last 24 hours. The simulation should monitor written media published on 24.11.2016 and AV and online media from morning of 23.11.2016 till morning of 24.11.2016.
17	31/01/2017 10:17	06/02/2017 15:12	MEDIA MONITORING SERVICES FOR SLOVAKIA	17. The simulation should have exactly 25 summaries and 18 clippings, or may have even more?	<b>06/02/2017</b> 17. 25 summaries and 18 clippings are an average quantities based on our previous experience. The simulation should provide all articles and reports published on the monitoring day.
18	31/01/2017 10:17	06/02/2017 15:12	MEDIA MONITORING SERVICES FOR SLOVAKIA	18. Highlights of key subject will be placed at the beginning of the file with the monitoring?	<b>06/02/2017</b> 18. Yes.

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19	31/01/2017 10:17	06/02/2017 15:12	MEDIA MONITORING SERVICES FOR SLOVAKIA	19. Will the photos be included only in the clippings?	<b>06/02/2017</b> 19. Yes. Pictures from print and online sources are mandatory only if portraying Members of the European Parliament.
20	31/01/2017 10:17	06/02/2017 15:13	MEDIA MONITORING SERVICES FOR SLOVAKIA	20. How should be the summaries from the first two categories (EP and MEP) linked with clippings? (Specification, p. 6, letter h.)	<b>06/02/2017</b> 20. The EP media monitoring and analysis platform will link them automatically. In the simulation, the summaries and highlights should be submitted in a Word document and clippings in a .pdf annex in the same order. The simulation from Annex IX should be provided in an electronic format (CD Rom/USB stick).
21	31/01/2017 10:17	06/02/2017 15:13	MEDIA MONITORING SERVICES FOR SLOVAKIA	21. Is it necessary to array the news according to the 4 categories (EP, MEP, EU context, SK context)?	<b>06/02/2017</b> 21. Yes.
22	31/01/2017 10:17	06/02/2017 15:13	MEDIA MONITORING SERVICES FOR SLOVAKIA	22. Has the English summary version reflect that non Slovak person needs to have explained some things and therefore it does not have to be only translations of SK version?	<b>06/02/2017</b> 22. No explanation is needed. The EN summary should be a translation of the SK Summary.
23	31/01/2017 10:18	06/02/2017 15:14	MEDIA MONITORING SERVICES FOR SLOVAKIA	23. If the message with the same theme occurs in various media in each of the core media will it be monitored separately?	<b>06/02/2017</b> 23. Yes.

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24	31/01/2017 10:18	06/02/2017 15:14	MEDIA MONITORING SERVICES FOR SLOVAKIA	24. What if the message from TASR is taken over by all core print media, also in such case will the summary be prepared for it separately?	<b>06/02/2017</b> 24. Summaries could be copy-pasted for each article. Please note that only one summary will be reimbursed in this case. However all clipping will be paid for.
25	31/01/2017 10:18	06/02/2017 15:14	MEDIA MONITORING SERVICES FOR SLOVAKIA	25. What if the same message was published in both print and online, for example: in print edition of SME as well as sme.sk?	<b>06/02/2017</b> 25. The same as for question no. 24.
26	31/01/2017 10:18	06/02/2017 15:15	MEDIA MONITORING SERVICES FOR SLOVAKIA	26. To what extent reflect on the reports which mention the EP, respectively MEP marginally - ex. German elections and martin Schulz?	<b>06/02/2017</b> 26. The decision will be on the provider. It may depend on the daily quota and how many other more substantial articles are there on a given day. The monitored articles and reportages should be related to the European context.
27	31/01/2017 10:18	06/02/2017 15:15	MEDIA MONITORING SERVICES FOR SLOVAKIA	27. In summary, can we translate a MEPs quoting if it is in the relevant article?	<b>06/02/2017</b> 27. Yes you can, but bear in mind the maximum number of characters.



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#	Submission date	Publication date	Question subject	Question	Answer
28	06/02/2017 13:19	08/02/2017 15:53	MEDIA MONITORING SERVICES FOR SLOVAKIA	There are some discrepancies in the source list: Radio Slovensko is listed among "other print sources to monitor" - we would consider it a core radio source. (Radio Viva no longer exists as national media but it broadcasts only in Bratislava and its surroundings). There are problems with the names of regional media - some names may not be the same as in reality.	<b>08/02/2017</b> We don't consider any radio sources as core for the time being in our activity. The names of the other media can be updated to reflect the reality.
29	06/02/2017 13:20	08/02/2017 15:53	MEDIA MONITORING SERVICES FOR SLOVAKIA	Category (main subject of article): according to the attached document it seems that category will be selected from a predefined list. However, we did not find a list of categories. Should the categories be part of the sample?	<b>08/02/2017</b> In the field "Category" you should enter the main subject of the item independent of our list. This is to assess the capacity of the tenderer to grasp the main topic of a given article.
30	06/02/2017 13:21	08/02/2017 15:54	MEDIA MONITORING SERVICES FOR SLOVAKIA	As far as the audiovisual monitoring is concerned, does it also applies the rule that out of approximately 7 report, 70 per cent is dedicated to the EP and MEPs and only the remaining 30 percent to the European context and national context?	<b>08/02/2017</b> Yes.

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31	06/02/2017 13:21	08/02/2017 15:54	MEDIA MONITORING SERVICES FOR SLOVAKIA	What is meant by time and the duration of the broadcast – is it necessary to enter the time of the beginning of the program in which the statement was presented (eg. Spravy TA3 16:00) or the exact time when the statement was mentioned during the program? By duration is meant the duration of the program or duration of the statement in the program (in many cases this would be eg 15 seconds)? Is it possible to state just time and duration of the program and information about the order of the statement?	<b>08/02/2017</b> Beginning of the news related to our topic should be noted, not the program as well as duration of the news not of the news bulletin. Same in case of talk shows or other programs, unless the whole program is dedicated to EP or MEPs.
32	06/02/2017 13:29	08/02/2017 15:55	MEDIA MONITORING SERVICES FOR SLOVAKIA	Time-slot – are there exact categories or we should use ours? According to our consideration there would be prime time (evening news), morning, afternoon, evening, late night	<b>08/02/2017</b> We have our own categorization already set up. You will have to use that unless otherwise agreed on the duration of the framework.
33	06/02/2017 13:30	08/02/2017 15:55	MEDIA MONITORING SERVICES FOR SLOVAKIA	In the list of radio sources, there is Radio Slovakia, Radio Regina, Radio FM which use the same news services and thus the reports are mostly identical. How to proceed in case that the reports are identical? Is it acceptable to make one summary and assign a number of sources to it, also with topics relating to EP + MEP?	<b>08/02/2017</b> Yes.

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34	06/02/2017 13:31	08/02/2017 15:55	MEDIA MONITORING SERVICES FOR SLOVAKIA	If the item in TV / RADIO is short (less than 1600 characters), can we list it in the summary in full wording?	<b>08/02/2017</b> Yes.
35	06/02/2017 13:31	08/02/2017 15:56	MEDIA MONITORING SERVICES FOR SLOVAKIA	We write a particular summary for all news in the monitoring of printed sources with topics EP and MEPs. We do not join news with same topic to one "summary". We join summaries only at topics like European and national context. Does it apply to the electronic media too or in this case can the news be joined also for topics of the EP and MEPs?	<b>08/02/2017</b> Each article (not each topic) identified under one of the four themes has to have a specific summary. For each of the articles identified as part of EP and MEPs themes the summaries come also with a copy of the full text article (press clipping).
36	06/02/2017 13:32	08/02/2017 15:56	MEDIA MONITORING SERVICES FOR SLOVAKIA	There is an explanation for metadata in the Annex 1 – a part is dedicated to the titles (yes-no). Should this be processed in our simulation? If yes, where should this information be put?	<b>08/02/2017</b> All metadata should be mention in between the title and the summary of the article.
37	06/02/2017 13:33	08/02/2017 15:57	MEDIA MONITORING SERVICES FOR SLOVAKIA	If the topic related to EP or MEP in media is processed to various articles (among them also very short ones, aprox 400 characters) should we elaborate a particular summary for each of them?	<b>08/02/2017</b> Yes.
38	06/02/2017 13:34	08/02/2017 15:57	MEDIA MONITORING SERVICES FOR SLOVAKIA	Is there one clipping prepared for each of the summary or are all clippings for a particular day in one document?	<b>08/02/2017</b> One PDF for each full text article and for each summary is requested.

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39	06/02/2017 13:35	08/02/2017 15:57	MEDIA MONITORING SERVICES FOR SLOVAKIA	In case of a printed source, should there be a whole page to see the location of article on page and its size as well or can the text (with photo) be copied to a clean document?	<b>08/02/2017</b> Please see the Specifications mandatory guidelines for PDF format and also the PDF example attached to this tender documents.
40	06/02/2017 13:36	08/02/2017 15:57	MEDIA MONITORING SERVICES FOR SLOVAKIA	In case we would supply a whole page pdf for clippings – should the articles, which are located on this page and do not refer to corresponding summary, be blanked?	<b>08/02/2017</b> The PDFs should contain only the text of the one news item. Definitely there cannot be any hidden text in that PDF.
41	06/02/2017 13:38	08/02/2017 15:58	MEDIA MONITORING SERVICES FOR SLOVAKIA	Both printed and online versions of the journals are listed as core sources. One information is often published identically online and in print. Is it enough to do just one summary and to state both sources (i.e. journal Sme and Sme.sk) if it is related to EP or MEPs anyway? Or should we elaborate two individual summaries for print and for online use regarding these two topics?	<b>08/02/2017</b> Summaries could be copy-pasted for identical articles but they have to be 2 summaries for 2 clippings. In the case of copy-paste we will pay one summary and both clippings attached.
42	06/02/2017 16:46	09/02/2017 10:10	MEDIA MONITORING SERVICES FOR SLOVAKIA	How to proof that we fulfil our obligations to the tax authorities as well as the commitments related to social security? Is the declaration of honour sufficient or do we need to have a confirmation directly from those authorities?	<b>09/02/2017</b> As stated in published documents, the declaration of honor is sufficient. All tenderers must submit the declaration on the tenderer's honour, duly dated and signed, which is set out in Annex III.

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43	13/02/2017 16:21	13/02/2017 17:51	MEDIA MONITORING SERVICES FOR SLOVAKIA	The questions and answers are not translated into English by TED. Can we get the questions and answers in English?	<b>13/02/2017</b> All questions and answers are translated into English. Please change the language version of the application in the top right corner to English and you will find them. For all technical problems with TED application you could also consult Help on this page.

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