

## Call for tenders' details

Title: Daily European media monitoring services for the European Parliament.

Start date: 05/08/2017

Time limit for receipt of tenders: 18/09/2017

Contracting authority: European Parliament, DG Communication (COMM)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	07/08/2017 15:20	09/08/2017 10:39	Deadline for submission of tenders	Could you please confirm the deadline for submission of tenders? In a document "Conditions for submitting a tender" there are two dates: 18.09/2017, 17:00 (on page 3) and 01/09/2017, 12:00 (on page 5). Thank you.	<b>09/08/2017</b> The deadline for submission of tenders is 18 September 2017 at 17:00 (Brussels time).

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	11/08/2017 12:14	14/08/2017 14:28	Media list - online media	<p>Some of the online sources that need to be monitored are secured by paywalls. Do you require to have access to full text of articles published on such websites? What about a situation, where the text of this article is already delivered from a print version of the same source?</p> <p>We have an access to monitor this kind of sources, but due to copyright regulation, end-user needs their own login to open the articles. Would EP personnel have their own access?</p>	<p><b>14/08/2017</b> Yes we require full text access to articles from online sources which are under pay wall. In most of the cases our end-users have their own login but in situation where this is not the case the EP requires that the contractors sets up the necessary credentials. If the text is already in the print version of the same source then only the print version access is enough.</p>
3	15/08/2017 13:53	16/08/2017 14:06	Annex I. List of sources	Is the list of sources to be monitored mandatory? Some titles can be difficult to obtain, is it possible to offer alternative titles if necessary?	<p><b>16/08/2017</b> The list of sources provided in this call for tender has the minimum number of sources to be provided and it is mandatory unless copyrights restrictions apply from the third party when providing the PDFs with the full text articles.</p>
4	15/08/2017 17:18	16/08/2017 14:07	Terms and conditions	<p>We have arranged copyrights and database rights with publishers and recorded them in our terms of use. European Parliament can use our data if our terms of use can be included as part of the contract. If necessary, changes can be made to the terms of use, if agreed by both provider and European Parliament. Can you agree with that?</p>	<p><b>16/08/2017</b> Any document that is part of an offer is meant to become an annex to the contract. This means that if the winning offer contains specific terms of use, those will be annexed to the contract. Please refer to article I.18 of the draft contract.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
5	15/08/2017 13:43	16/08/2017 14:07	Full text articles of public online news sources in PDF format	We can provide a link to the original online news article on the Web, but are not allowed to provide a copy of the complete article in PDF format is this oke?	<b>16/08/2017</b> The contractor can either supply a PDF with a link leading to the online article or the link from the third party website (article provider) pointing towards the PDF with the full text article. Second option is the preferred solution whenever possible.
6	15/08/2017 13:28	16/08/2017 14:07	Full text newspaper articles in PDF format	We can deliver the plain full text of articles of most sources in PDF format is this oke? Or is it required to deliver a copy of the original newspaper article (including pictures) in PDF format?	<b>16/08/2017</b> Please see articles 3A 2.5 as well as 3A 2.4 (e) of the technical specifications.
7	16/08/2017 15:26	16/08/2017 16:32	PDF format: Articles 3A 2.5 as well as 3A 2.4 (e) of the technical specifications.	On which pages exactly of the technical specifications can I find articles 3A 2.5 as well as 3A 2.4 (e)? Can you confirm that we can deliver newspaper articles in plain full text?	<b>16/08/2017</b> Please ignore those references, it is a clerical mistake: the technical specifications do not include articles 3A 2.5 and 3A 2.4 (e). We confirm that you can deliver newspaper articles in plain full text.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
8	16/08/2017 18:23	17/08/2017 16:04	Format of simulation	Could you please confirm in which format you want the document with the summaries in the simulation? The technical specifications mention PDF and Word: "The summaries can be sent in a PDF document..." and "one Word document with the summaries". Thank you	<b>17/08/2017</b> The media monitoring sample should be provided (on USB stick - preferably 2) as follows: - one PDF document with the summaries. Format: Times New Roman, 12, justified. - one PDF with copies of full text of the articles which have been summarized in the Word document mentioned above. The PDFs should be in the same order as the summaries. - one PDF with the Major headlines and front pages of the day.
9	17/08/2017 09:08	17/08/2017 16:06	Chapter 3.1.3. of Technical Specifications. Availability of clippings in Tenderer' own internet page.	For how long is it required to archive the full text articles (clippings) and make them available via our internet solution?	<b>17/08/2017</b> The storage rights as well as the copyrights and other rights are part of the present call for tender price list. The tenderer should display and store the clippings on its portal and make them available to the European Parliament according to the terms and conditions concluded with the holders of the copyrighted material.

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#	Submission date	Publication date	Question subject	Question	Answer
10	16/08/2017 18:42	17/08/2017 16:10	Online sources	Could you please confirm that if a print source in the sources mentioned in Annex 1 has an online version it should also be monitored despite not being specifically mentioned? For example the online version of Le Figaro, Die Welt etc..	<b>17/08/2017</b> Annex 1 specifies in the beginning, on top of the list of sources itself "Monitoring of the online format of the print sources below is also requested". So monitoring is requested for both format of all print sources specified in this access. Nevertheless please read also Technical Specifications p.4/29 chapter "Format": "If an identical article appears in both print and online version of the same source then only one summary is required along with the PDF of the printed version".
11	16/08/2017 18:37	17/08/2017 16:11	Template	We are very flexible when creating customised templates for the outputs we deliver to our clients and therefore we would like to know what format of the template for the daily review you would prefer? Is there a current template you could make available in order to continue in the same format or is this not an issue for you?	<b>17/08/2017</b> The format of the template its a proposal from the tenderer. Important details on the format and the content format of the review and of each item are found in the Technical Specifications page 4-5/29.
12	16/08/2017 18:32	17/08/2017 16:11	Clippings	In case the copyright restrictions allow us to provide full texts and scans of articles, which of the two options do you prefer? Thank you for the clarification	<b>17/08/2017</b> Any of the two options is ok with us depending on the copyrights rules.

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#	Submission date	Publication date	Question subject	Question	Answer
13	16/08/2017 18:29	17/08/2017 16:12	Simulation	Should the simulation be sent only on a USB or do you also want one copy of the documents to be printed out? This is an important issue due to copyright restrictions. Thank you	<b>17/08/2017</b> The media monitoring sample should be provided (on USB stick - preferably 2) as follows: - one PDF document with the summaries. Format: Times New Roman, 12, justified. - one PDF with copies of full text of the articles which have been summarized in the Word document mentioned above. The PDFs should be in the same order as the summaries. - one PDF with the Major headlines and front pages of the day.
14	12/09/2017 11:52	12/09/2017 12:06	Subcontractors completing Annex III	Under Conditions for Submitting a Tender, in regards to I - Administrative Part and subcontractors, you state that Annex III must be filled in by all subcontractors if the Parliament so desires.  For this submission does this mean that subcontractors must fill in Annex III or is it optional?	<b>12/09/2017</b> For the submission of the offers, the Annex III is optional for subcontractors.