

## Call for tenders' details

Title: Provision of Editorial Services in English, French and German

Start date: 08/05/2019

Time limit for receipt of tenders: 10/06/2019

Contracting authority: European Union Agency for Fundamental Rights (FRA)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	21/05/2019 09:25	29/05/2019 09:22	Easy-to-read publications	Dear all, from the information given in the Tender Specifications it is not entirely clear, who will bear the costs for high quality pictures included in easy-to-read publications. It is nearly impossible to calculate this in advance, since the price for pictures depends on various non foreseeable aspects such as licence costs and the amount of pictures included. Therefore, we assume that the price per page for creating easy-to-read documents as requested in the financial offer does not include pictures, illustrations etc. Could you please let us know, if this is correct? Or provide more information on what the price per page should include? Thank you very much in advance!	<b>29/05/2019</b> Contractors will need to source high-quality images for easy-read documents themselves; costs should be included in their offer. Bidders have various possibilities. For example, they can base their price offers on subscriptions for photo databases, or they can base their price estimates on cooperation (e.g. partnership, subcontracting) with organisations that produce easy-read documents.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	21/05/2019 09:36	29/05/2019 09:26	Time limit for receipt of tenders	Dear all, Could you please let us know, if the Agency is open on the 10th of June? This is a public holiday in Austria and we would like to hand in the tender in person. Many thanks in advance!	<b>29/05/2019</b> On 10/06/2019 the Agency is closed. Please note that when a deadline for submission falls on a weekend and/or on a public holiday the deadline is automatically extended to the next working day, which in this case is Tuesday, 11/06/2019.
3	21/05/2019 11:50	29/05/2019 09:28	HTML mark-up	Dear all, Could you please provide further information on the tasks involved in working with HTML editors? Also, it is not entirely clear to us, if the cost for HTML editing should be represented in the financial offer. Many thanks in advance!	<b>29/05/2019</b> Editing will almost exclusively be done in Microsoft Word; however, contractors should have the capacity to be familiar with HTML mark-up. Thus, the bidders should provide an all-inclusive financial offer, which should include the costs for HTML editing.

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#	Submission date	Publication date	Question subject	Question	Answer
4	22/05/2019 18:18	29/05/2019 09:29	Queries regarding Annex A1, section 3.4 (page 5)	1. Is web/HTML editing involved, or will editing be done in Microsoft Word? 2. Will we be expected to work in FRA's online CMS, and, if so, in what capacity? 3. What formatting and conversion is required? Does this refer to, for example, making HTML or XML versions of edited documents? Or does it refer to layout work? 4. For security reasons and to comply with Cyber Essentials requirements we continually upgrade to the latest version of all our software, and do not maintain previous versions of applications. This avoids exposure to vulnerabilities in older software. Is it sufficient to work in the latest version and save down for compatibility with previous versions? 5. Given the requirement for InDesign, is layout work and PDF production required under this contract? Do all editors need access to InDesign?	<b>29/05/2019</b> 1. Editing will almost exclusively be done in Microsoft Word; however, contractors should have the capacity to be familiar with HTML mark-up. Thus, the bidders should provide an all-inclusive financial offer, which should include the costs for HTML editing. 2. Contractors are not expected to work in FRA's online CMS. 3. Contractors are not expected to do layout work; formatting of manuscripts in Microsoft Word or converting documents into another file format (e.g. Word-PDF) may be required. 4. Yes it is sufficient. 5. Contractors are expected to have the capacity to work on InDesign files, but are not expected to do layout work or produce PDFs. It is not necessary that all editors have access to InDesign.

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5	22/05/2019 18:19	29/05/2019 09:31	Query regarding Annex C, Form C3.1, Selection grid – Editor – Lot 1 (page 24)	Requirement (4) in this table has been left blank. Should we ignore this requirement, or is something missing here?	<b>29/05/2019</b> Depending on the Lot the editor needs to meet different requirements. For Lot 1 the editor needs to meet only three requirements. Please see also section 6 of Annex A.1 – Technical Specifications.
6	22/05/2019 18:19	29/05/2019 09:31	Query regarding high-quality images for easy-read documents	Do we need to source high-quality images for easy-read documents ourselves or will they be provided? If we have to source them ourselves, should we include the cost of subscription fees for a suitable image library in our financial tender, or will we be provided with access?	<b>29/05/2019</b> Contractors will need to source high-quality images for easy-read documents themselves; costs should be included in their offer. Bidders have various possibilities. For example, they can base their price offers on subscriptions for photo databases, or they can base their price estimates on cooperation (e.g. partnership, subcontracting) with organisations that produce easy-read documents.

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