

## Call for tenders' details

Title: Information materials on nature and biodiversity.

Start date: 05/06/2014

Time limit for receipt of tenders: 16/07/2014

Contracting authority: European Commission, DG ENV+CLIMA

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	18/06/2014 11:58	18/06/2014 17:02	Annex 3 - Financial Offer Template	1. Please can you confirm that our financial offer should cover just 12 months and not the two possible renewals (total of 36 months)?	<b>18/06/2014</b> Yes, the financial offer should be for 12 months only. In the model Service contract it is said that it is a one year contract, which "may be renewed up to two times, each for a period of execution of tasks of 12 months".
2	18/06/2014 11:58	18/06/2014 17:03	Annex 3 - Financial Offer Template	2. To allow for an easy comparison of tenders, could you indicate the exact number of products which should be budgeted for when there is a range indicated (7-10 thematic leaflets etc.).	<b>18/06/2014</b> It is up to the tenderer to suggest the number and the type of publications that would be produced under the contract.

**Call for tenders questions summary**

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3	18/06/2014 14:00	18/06/2014 17:04	Printing	<p>Please could you confirm whether or not the contractor has to take care of the printing of the newsletter.</p> <p>On page 12 of the specifications it is stated that 'the contractor will delivery the printed copies to our editing company called OPOCE in Luxembourg, apart from a small stock (200) to DG ENV in Brussels. Each issue of the Newsletter shall be delivered printed as follows EN 7900, FR 6700, DE 3500, IT 1900, PL 2000.'</p> <p>Page 16 states 'the newsletter shall be delivered in 6 languages both in pdf files to be uploaded on the web and in files for the printing in OPOCE'.</p> <p>Which is correct?</p> <p>Many thanks</p>	<p><b>18/06/2014</b> Yes, the contractor has to take care of the printing and to deliver the printed copies to OPOCE in Luxembourg and a small stock of printed copies (200) to DG ENV in Brussels. Apart from that a pdf files and the source files (that are used for printing) of the newsletter in 6 languages shall be delivered to DG ENV in Brussels.</p>
4	18/06/2014 11:58	18/06/2014 17:09	Annex 3 - Financial Offer Template	<p>To allow for an easy comparison of tenders, could you indicate the exact number of products which should be budgeted for when there is a range indicated (7-10 thematic leaflets etc.).</p>	<p><b>18/06/2014</b> Please refer to question 2 already published.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
5	18/06/2014 11:58	18/06/2014 17:39	Annex 3 - Financial Offer Template	How should costs such as printing be included in annex 3? Can some columns be left blank?	<b>18/06/2014</b> Some columns can be left blank. You can add another sheet with a breakdown of printing in the offer. The breakdown can be as detailed as possible.
6	18/06/2014 11:58	19/06/2014 08:58	Annex 3 - Financial Offer Template	3. How should costs such as printing be included in annex 3? Can some columns be left blank?	<b>19/06/2014</b> Please refer to question 5 already answered.
7	19/06/2014 14:25	19/06/2014 15:32	Newsletter design	Would it be possible to have more details about the graphical identity of DG Environment ?	<b>19/06/2014</b> The information regarding graphical identity of DG ENvironment is available here: <a href="http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm">http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm</a>
8	30/06/2014 10:18	02/07/2014 13:55	Networking activities	P; 15 (D. Networking and cooperation) : I am assuming that the 20 days is for the whole of the activity, not for ad hoc activities in addition to the assistance to the Commission mentioned in the first sentences. There is room for confusion, so could you please clarify if these 20 man-days are for the entire networking work under this contract or just for the ad-hoc activities? Thank you in advance.	<b>02/07/2014</b> The 20 days are for ad hoc meetings. In addition to that it is expected that the contractor will participate in regular meetings at the Commission premises to report on the progress made on the implementation of the tasks and to discuss possible technical questions.

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9	07/07/2014 14:40	07/07/2014 16:04	Tender Specifications - Task 1: Production of the Natura 2000 Newsletter twice per year	I would like having additional information about this: In this context the existing list of subscribers (ca 20.000) should be subject to an update. Does the task include the updating of the mailing list? Shall we consider 20.000 for printed copies' budgeting?	<b>07/07/2014</b> The existing list of subscribers is subject to permanent update, but this is done internally and is not part of the contract. the contractor shall consider budgeting for 20000 copies per issue.
10	07/07/2014 15:35	07/07/2014 16:05	Updating of website	Task C refers to updating the current version of the Nature and Biodiversity website. Does this include only the overarching main menu available under <a href="http://ec.europa.eu/environment/nature/index_en.htm">http://ec.europa.eu/environment/nature/index_en.htm</a> or all the various sub-levels as well? How many webpages the contractor is expected to take care of?	<b>07/07/2014</b> No, this task includes regular update of all levels of the website when appropriate. The contractor is not expected to take care of the specific webpages like Natura 2000 Award, the BEST initiative, the Large carnivour initiative, Natura 2000 Communication platform and Cormorants in Europe.
11	07/07/2014 17:25	08/07/2014 08:37	Task 1- Dissemination	"In addition to the OPOCE dissemination of the printed versions of the Newsletter the contractor should consider an electronic dispatch and present options for this including an electronic mailing list (possibly through the EC Mailmas system)." What is the "EC Mailmas system"? As the mailing list is updated internally, I don't understand what you do mean by "including an electronic mailing list"...	<b>08/07/2014</b> Apart from the dissemination of the printed version the Commission considers introducing subscription for electronic version. It is expected from the contractor to propose suitable system for dispatching the electronic version. Mailmas system is internal to the Commission and is one of the considered possibilities. If this is the chosen system, the dispatch will be done internally.

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#	Submission date	Publication date	Question subject	Question	Answer
12	08/07/2014 12:28	08/07/2014 15:21	Task B: content of other information material	Shall the 'other information material' (brochures, leaflets, info sheets, poster, flyers) focus on Natura 2000 themes only or also on other topics related to biodiversity and nature?	<b>08/07/2014</b> They could be focused on other topics under the EU Nature and Biodiversity policy
13	07/07/2014 18:51	08/07/2014 15:22	task1: newsletter	what do you mean by: "general production planning/timetable, as well as structure and content, shall be suggested by the tenderer in the offer"? Can I have details? Are the design and graphics included? Shall we add a proof copy of the newsletter to the tender documents?	<b>08/07/2014</b> All necessary details are provided in description of the task in section 3. Technical specification
14	08/07/2014 12:28	08/07/2014 15:22	Target gropus	Do you have any information on the main target groups for this 'other information material' and on the main target groups/ readers for the nature and Biodiversity website?	<b>08/07/2014</b> This tender covers communication focusing on the production of information materials on EU nature and biodiversity policy issues for stakeholders, professional organisations and interested public at EU level.
15	08/07/2014 12:26	08/07/2014 15:23	Task B, page 14: Writing, illustrations, Web Site design and deliverables for printing of other information materials	Shall the 'other information material' (brochures, leaflets, info sheets, poster, flyers) also be translated in other languages than English?	<b>08/07/2014</b> No, the other information materials have to be developed in English only.

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#	Submission date	Publication date	Question subject	Question	Answer
16	07/07/2014 18:43	08/07/2014 15:24	printing	do we have to consider the copy bureau as a subcontractor? in the budget breakdown (annex 3), where do we have to insert the copies budgeting?	<b>08/07/2014</b> If the contractor doesn't have printing facilities, yes, the printing house could be considered as subcontractor. Regarding the question where the budget for copies should be presented in Annex 3 - it depends whether the printing will be subcontracted or implemented by the lead contractor.
17	07/07/2014 15:34	09/07/2014 11:04	Newsletter	In Newsletter no. 35, a newsletter survey is mentioned on the last page: <a href="http://ec.europa.eu/environment/nature/info/pubs/docs/nat2000newsl/nat35_en.pdf">http://ec.europa.eu/environment/nature/info/pubs/docs/nat2000newsl/nat35_en.pdf</a> Can a more detailed analysis of the survey results be made available?	<b>09/07/2014</b> The results of the survey are not made publicly available but could be provided upon request.
18	08/07/2014 10:38	09/07/2014 11:07	Technical and professional capacity criteria relating to tenderers	Do the "3 projects delivered in the field of communication and development of information materials in the last three years with a minimum value for each project of € 150 000" have to deal with nature and biodiversity themes? and the projects showing the language coverage? thanks!	<b>09/07/2014</b> This would be an asset.