

Call for tenders' details

Title: Data Visualisation concept Development and Production Support

Start date: 30/09/2019

Time limit for receipt of tenders: 04/11/2019

Contracting authority: European Foundation for the Improvement of Living and Working Conditions (Eurofound)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	30/09/2019 13:57	08/10/2019 13:18	CV Project Assistant	Can you please clarify the role of the Project Assistant and explain how the Evidence: CV for software requirement is relevant/related in this context	08/10/2019 A project assistant will assist the other experts in the project team and will be proficient in the software/tools used to create data visualisations. They will have at least two years' experience with proven proficiency in the software listed (Adobe Photoshop, Adobe Illustrator, Microsoft Excel). Evidence of this should be submitted in the form of the CV, which should clearly indicate that the person has completed a certificate or has relevant past experience in the various software applications desirable for carrying out the work.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	09/10/2019 07:21	21/10/2019 14:26	Interactive charts/ Criterion A2/ On-demand services	<p>-When you mention interactive charts (p.16 tender specs) what type/ kind of interactivity you expect to see? Is it for example a chart made in illustrator where you just change the layers? -Should the evidence requested for the criterion A2 (p.16 tender specs) include both formal and informal communication with the client? For example, a project description would be enough? -Can you provide an example of the on-demand services that might be requested during contract execution? Could it be a video animation or the design of a webpage?</p>	<p>21/10/2019 Interactive charts differ from static charts in that a user can interact with them. They are more customised and offer the user the ability to view additional information by hovering over the chart, using a drop down, etc (for example, data labels might appear, columns will change colour, chart appearance will change, etc to create a more visual impact). See our 'Data and resources' section of the website for different examples of interactive charts. Some examples can be found here: https://www.eurofound.europa.eu/data/european-quality-of-life-survey Evidence could be an outline for a project proposal or a project specification document, which could include examples of deliverables. Other on-demand services and deliverables can include: Services: Stock taking reviews: this service establishes the current situation by collecting and compiling data and analysing this data. Indicative deliverables: Report, workflow or process diagrams, chart format analysis... Services: Benchmarking: this service measures the performance or compares the approach of Eurofound against those of another organisation and/or well-establish best-practices. Indicative</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
					establish best-practices. Indicative deliverables: Benchmarking report... Services: Gap analyses: This service focuses on determining, comparing and documenting the difference between a set of business requirements and the current capabilities and capacities. Indicative deliverables: Gap analysis report, data visualisation production process analysis...
3	17/10/2019 11:03	22/10/2019 16:27	PART C: STANDARD REPLY FORM	Can you please confirm we can delete those parts of the Stándar Reply Form which might not be applicable to our tender? i.e. section 1.2. Consortium Agreement Form, in case we do not submit an offer in consortium.	22/10/2019 On page 3 of the Reply Form, if 'single tenderer' is ticked, the tenderer can delete the non-relevant sections related to tendering as a consortium or mark them as 'Not applicable'.
4	17/10/2019 11:26	22/10/2019 16:30	PART C: STANDARD REPLY FORM	Can you please confirm we can separate the SRF in 5 different documents in order to comply with the structure and content of the tender as indicated in Part B: Tender Specifications and with the structure of the e-Submission Portal?	22/10/2019 This approach would be acceptable. However, tenderers are also free to provide their proposals as a combined document, disregarding the e-Submission Portal structure. The full tender proposal, including the Standard Reply Form, may be submitted under the section 'Additional qualification documents' as required in the other documents drop box.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
5	17/10/2019 12:04	22/10/2019 16:32	PART C: STANDARD REPLY FORM	We understand that section 6. STATEMENTS CONCERNING IPR and 7. CHECKLIST, are only to be used for the tenderer's reference and must not be included in our proposal. Can you please confirm?	22/10/2019 Section 6 is for the tenderer's reference and deliverables provided under the contract into the future; however, the checklist in Section 7 should be completed and retained in the form.
6	18/10/2019 14:08	22/10/2019 16:34	Evidence A2	As the evidence required under criterion A2 concerns work provided to 3rd parties could you please confirm our understanding that we may abridge and modify the original document to protect the client's identity and any information specific to them?	22/10/2019 Company information should be retained to allow Eurofound to follow up when evaluating the tender; however, any reference to personal data (i.e. names of individuals etc) can be abridged.
7	18/10/2019 14:17	22/10/2019 16:36	Evidence A.1.3	Could you please confirm our understanding that for the three static infographics required as evidence for A.1.3 we can provide them as .pdf versions and that they do not need to be presented online.	22/10/2019 They can be submitted as PDF files or as online references. But please note at least one should be branded according to a specific style guide and there should be evidence of that.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
8	18/10/2019 15:49	22/10/2019 16:39	Art 3.3	Can you please clarify what is meant exactly by "Data visualisation/information design production support" (ref. art 3.3)?	22/10/2019 See explanation in the last paragraph on page 7 of the tender specifications: 'Supporting the production process involves providing a contribution to the actual creation of products: based on input from Eurofound and according to templates, guidelines or a predefined format, produce the communication outputs that will be used in Eurofound's dissemination and promotion efforts"
9	18/10/2019 15:50	22/10/2019 16:40	Art 3.3	When you ask for "Supporting the production process involves providing a contribution to the actual creation of products: based on input from Eurofound and according to templates, guidelines or a predefined format, produce the communication outputs that will be used in Eurofound's dissemination and promotion efforts" (ref. 3.3) do you mean that the contractor is requested to support production of products in order to promote Eurofound's activity (for example research, etc.)?	22/10/2019 Yes, outputs created by a contractor could be used in a variety of Eurofound products to communicate research results, in its dissemination and promotion efforts, whether this is online, in social media, email or print etc.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
10	18/10/2019 15:51	22/10/2019 16:42	Art 3.3	In paragraph 3.3 “Data visualisation/information design production support” - In reference to “Data visualisation/information design production support” , can you please clarify if the promotion concerns the products made under the “Data visualisation/information design product development “ ?	22/10/2019 This could be the case. Products developed or modified during the product development stage could be used in a range of Eurofound communication products, for example reports, interactive web pages, media promotion, event banners etc.
11	18/10/2019 15:52	22/10/2019 16:43	Art 3.3	Can you please clarify if the products to be supported as required under paragraph .3.3 “Data visualisation/information design production support” are the same mentioned under article 3.4. Expected deliverables" or can you please specify if also other products (for example video, gif, social card, etc.) can be required?	22/10/2019 Yes, they can be the expected deliverables mentioned under 3.4. or they could relate to another on-demand/ad hoc service related to a business requirement. For example, they could be used as components of or input to other products into the future, or they could also be used in updating/adapting existing data visualisation products.
12	18/10/2019 15:53	22/10/2019 16:44	Award criteria	In reference to the award criteria - “1. Quality of the proposed methodology regarding data visualisation concepts development” can you please clarify if this only refers to the area “Data visualisation/information design product development“?	22/10/2019 Yes

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
13	18/10/2019 15:54	22/10/2019 16:45	Award criteria	In reference to the award criteria “2. Quality of the proposed approach aiming at supporting production of Eurofound’s data visualisation concepts” can you please clarify if it only refers to the area “Data visualisation/information design production support”? If the answer is no, can you please clarify if this criterion refers to how the contractor will manage the contract for Eurofound, for instance operational meetings, project management tool, etc. ?	22/10/2019 Yes. However, the proposed methodology and approach on product development and production support could also include evidence of how the tenderer will carry out and facilitate the operation of the contract.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
14	18/10/2019 15:55	22/10/2019 16:47	Financial offer	Can you please specify further details of the products requested in paragraph "3.4. Expected deliverables" so as to correctly fill in the financial offer?	22/10/2019 In addition to the predefined deliverables outlined in the table under Section 3.4 'Expected deliverables', other deliverables and on-demand services may be required throughout the duration of a contract. These can include, but are not limited to, the following examples of services and deliverables: - Stock taking reviews: This service establishes the current situation by collecting and compiling data and analysing this data. Indicative deliverables: Report, workflow or process diagrams, chart format analysis... - Benchmarking: This service measures the performance or compares the approach of Eurofound against those of another organisation and/or well-establish best-practices. Indicative deliverable: Benchmarking report... - Gap analyses: This service focuses on determining, comparing and documenting the difference between a set of business requirements and the current capabilities and capacities. Indicative deliverables: Gap analysis report, data visualisation production process analysis...

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
15	16/10/2019 16:15	22/10/2019 17:36	Evidence A1.1	Could you please confirm our understanding that in order to comply with Evidence A1.1, we are able to present more than three references.	22/10/2019 The tenderer must submit no less than 3 references for projects delivered in the last 3 years. At least one of the 3 projects must show evidence of a data visualisation or information design product development component.
16	16/10/2019 14:35	22/10/2019 17:38	Technical Capacity - Criterion A2	In order to demonstrate Criterion A2 of the technical and professional capacity, the tenderer is required to provide one (1) document (from the list of indicative deliverables contained under Point 3.4) of at least 5 pages in English that it has drafted and published or delivered to a client in the last two (2) years. Could you please clarify which kind of document the evidence refers to? Does this document need to be a deliverable itself (for example, an infographic or a visual summary of at least 5 pages in English) or, for example, could this document be a strategic note shared with the client to illustrate the content of an infographic or a visual summary of at least 5 pages in English?	22/10/2019 Evidence could be an outline for a project proposal or a project specification document, which could include examples of deliverables

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
17	22/10/2019 11:43	25/10/2019 14:01	Criterion B (the team delivering the services)	Could you please confirm our understanding that the requirements of a profile could be covered with the CVs of two consultants?	25/10/2019 The team providing the services of the tender should be comprised of at least 5 people, covering the profiles listed under Section 5.3.3 Criterion B, unless some of them perform more than one role.
18	22/10/2019 11:44	25/10/2019 14:02	Award Criterion #2	Could you please confirm which tasks are covered by the support to production process?	25/10/2019 The award criterion #2 'Quality of the proposed approach aiming at supporting production of Eurofound's data visualisation concepts' refers to the area 'Data visualisation/information design production support' listed under Section 3.3 'Scope of the work'
19	22/10/2019 15:43	25/10/2019 14:03	Evidence A.1.3: Examples of outputs produced that are representative for its work.	Could you please confirm our understanding that to fulfil the requirement for providing online references for project outputs, we can provide these references via any online sharing mechanism?	25/10/2019 A sharing service may be used. However, it must be openly available without Eurofound having to install any special software or having to register with an external provider. If the tenderer supplies references to websites where data viz products are embedded, it is the tenderer's responsibility to ensure that these work with the latest version of the Chrome browser and are fully accessible at the time of evaluation of the tenders. It is advisable not to solely rely on linked online resources.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
20	23/10/2019 12:30	25/10/2019 14:04	5.4. Award criteria	<p>Dear Sir/Madam, for the award criteria, you ask that the technical offer responding to the above requirements. It is unclear, however, if in order to be able to meet the award criteria above, you request a specific document that meets these criteria or the award criteria will be extrapolated based on the information we will provide in the offer.</p> <p>For example, CVs, examples, etc.</p> <p>Thank you very much in advance.</p> <p>Best regards</p>	<p>25/10/2019</p> <p>The overall information provided by the tenderers will be used to assess the tenders in relation to award criteria. Information contained in the Technical Offer shall, in principle, be comprehensive enough to allow the assessment to be conducted. However, Eurofound might also extract information from evidence provided in relation to selection criteria in the case that it may contain complementary information allowing for a better understanding of the overall tender proposal.</p>
21	23/10/2019 12:22	25/10/2019 14:05	Formula used for Framework Contract award	<p>Dear Sir/Madam, the three service Hypothetical specific service assignment, represent three real demands that during the course of the contract can be formulated or are they just to evaluate the offers financially? Furthermore, is it possible to have an annual average of the hypothetical service requests and an annual average of the individual relative amounts? Thank you very much in advance. Best regards</p>	<p>25/10/2019</p> <p>All three hypothetical assignments are constructed purely to allow comparisons between tenders. The actual assignments in future might be bigger or smaller in scope. It is not possible for Eurofound to provide actual number of future assignments under the contract at this moment in time.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
22	23/10/2019 08:43	25/10/2019 14:05	Evidence A1.1	With reference to Question 15. The Contracting Authority has confirmed that a minimum of 3 references must be provided. However, could you please clarify if we can present more than 3?	25/10/2019 Yes, it is allowed.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
23	24/10/2019 11:04	25/10/2019 14:07	PROCUREMENT DOCUMENTS PART B: TENDER SPECIFICATIONS	<p>Dear Sir/Madam, we would like to have some clarifications on the questions below: - at point 2.7 of the Tender Specification it is strongly recommended to use the Standard Replay Form - Part C to draft your proposal. At point 5.3.3 of the same document indicates the Criteria A1, A2 and A3 with the list of the documents to be supplied. The table in point 5.4 is subsequently presented, which defines the criteria by which the 100 "Quality" points can be assigned (complementary to those on the prices offered). Moreover: 1. the Award Criterion No. 1 could be related to the document requested in Evidence A.1.2, 2. the Award Criterion No. 4 would seem to refer to what is described in Evidence A3, 3. it is unclear, however, how the Criteria 2 and the following (2. ??) can be evaluated. The latter would in fact seem not to be directly related to a document previously indicated or, at least, the first could be deduced from the listed material, while the second part concerning the organization of work does not seem to emerge from a specific document. Is it</p>	<p>25/10/2019 All evidences listed under Point 5.3.3 of The Tender Specifications refer to selection criteria and not to award criteria listed under Point 5.4. The documents requested to fulfil selection criteria will be, in principle, analysed only in order to assess the tenderer's technical and professional capacity to provide the service. However, they might be used as a complementary source of information while reviewing the tenderer's proposal in relation to award criteria. In principle, all information needed for Eurofound to assess the tenders in relation to award criteria should be contained under Technical Offer (Point 4 of the Standard Reply Form). Nevertheless, tenderers may refer in their Technical Offer to evidences provided in relation to the selection criteria if they consider that they contain information linked to the award criteria as well.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				from a specific document. Is it necessary to draft some report to attest these elements? Thank you very much in advance. Best regards	
24	24/10/2019 11:14	25/10/2019 14:08	PROCUREMENT DOCUMENTS PART C: STANDARD REPLY FORM	<p>Dear Sir/Madam, in the in the above mentioned document, at point 2. Technical Offer, it is required that the technical offer meets all the criteria indicated in order to be able to apply the award criteria listed in point 5.4 of the Tender Specifications. This would suggest the request an ad hoc report designed to meet these criteria. Is it necessary to draw up a specific document? If yes, with which features?</p> <p>Thank you very much in advance. Best regards</p>	<p>25/10/2019</p> <p>The Technical Offer is contained under Point 4 of the Standard Reply Form. It refers to award criteria contained under Point 5.4 of the Tender Specifications which do not impose the provision of any ad hoc report from the tenderers.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
25	24/10/2019 11:22	25/10/2019 14:09	5. FINANCIAL OFFER	<p>Dear Sir/Madam, the Financial Offer includes quotations for each type of activity. Our doubts, to formulate the Official Price List 1, concern:</p> <p>1. Visual summary: in the Tender Specifications at point 3.4 reference is made to an Executive Summary as Eurofound input and an example is provided in note 3. This document is composed of 76 pages with numerous graphs and tables. An infographic summary would appear that highlights the key elements of the research project. We ask you to clarify if your request is to produce a single summary table (for 76 pages ???), if the quotation refers to the cost of all the tables needed to provide summaries (eg for a single chapter) or if the quotation refers to the individual table, and is then Eurofond to establish the number of Visual Summary necessary based on the size of the research project. 2. We ask to better clarify the expected input and output for the Excel charts (from Excel) and the Excel charts (from static source), the differences between the two types of charts and</p>	<p>25/10/2019</p> <p>1. In the last week, we have published a new publication template on our website to combine a full report with its 2-page executive summary on one landing page, which means the link to the summary in footnote 3 of the Tender Specifications has been moved. You will find the correct example of the 2-page Executive summary at: https://www.eurofound.europa.eu/site/s/default/files/ef_publication/field_ef_documento/ef18034en1.pdf. 2. Eurofound will always provide the standardised data 3. Yes, one icon set requested to be provided by the contractor may contain up to 12 original icons to be used in charts, infographics etc. The scheme shown on Page 22 of the Standard Reply Form (Hypothetical specific service assignment 1) is constructed purely in order to allow comparisons between tenders. It does not reflect a typical future work assignment under the future contract. The actual assignments in future might be bigger or smaller in scope. 4. The schemes shown on Page 22 and 23 of the Standard Reply Form (Hypothetical specific service assignment 2 and 3) are constructed purely in order to allow comparisons between tenders. It does not reflect a typical future work</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
				<p>between the two types of charts and if the excel data necessary to create the charts fall within the activities to play or are supplied already standardized by Eurofound. If possible, provide examples of the required activity. 3. Icon Set. The theme would seem to refer to the supply of sets of up to 12 original icons to be used on charts, infographics etc. (an example would also be valuable for these). At this point, however, it is not clear what the scheme shown on page 3 of the Financial Offer represents, where the Hypothetical specific service assignment table 1 provides for the release, for example, of 15 visuals summary, of 25 infographics, ..., and 15 sets of 12 icons? Could this represent the unit value of a typical project? 4. Similarly, could the lots of activities expressed in man-by-profile days represent the commitment envisaged by Eurofound for a typical job? Thank you very much in advance. Best regards</p>	<p>It does not reflect a typical future work assignment under the future contract. The actual assignments in future might be bigger or smaller in scope.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
26	25/10/2019 15:39	25/10/2019 16:35	Part B - 3.5. Duration & place of work and meetings	How many meetings a year do you expect to have in Dublin and what is their expected duration in days (per meeting)?	<p>25/10/2019 A maximum of two meetings in any one year of the contract but could be one on site and another via online medium.</p> <p>25/10/2019 Two meetings are expected to happen following the contract signature. An administrative meeting at Eurofound and a technical kick-off meeting at the contractor's premises.</p>
27	25/10/2019 15:37	25/10/2019 16:35	Part B - 3.4. Expected deliverables	Can we get any example of input information that would be a starting point for the deliverable?	<p>25/10/2019 Any range of data in Excel would be a starting point for a deliverable. Please see our 'Data and resources' and also 'Publications' section of Eurofound's website for examples of graphs, summaries, interactive charts etc https://www.eurofound.europa.eu/data https://www.eurofound.europa.eu/publications</p>
28	25/10/2019 15:37	25/10/2019 16:36	Part B - 3.4. Expected deliverables	Is there a planned number of tasks which will be expected per deliverable category?	<p>25/10/2019 No, this is not defined at this point.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
29	25/10/2019 13:42	25/10/2019 16:37	Location of desired contractor	Is it the desire of Eurofound to find a partner that is closer to your home base in Dublin or would you be open to working internationally with a trusted provider?	25/10/2019 No. The tenderer must operate from within the EU Member States. 25/10/2019 Eurofound has no preference in relation to location of the future contractor.
30	25/10/2019 17:11	29/10/2019 17:50	Part C - 3.2.1 Criteria relating to tenderers, Evidence A.1.3	Can the examples of interactive charts be delivered in files which can be opened in the free software (e.g. Tableau Reader)?	29/10/2019 According to the tender specifications, the tender should contain online references to the outputs. It is the tenderer's responsibility to ensure that these work with the latest version of the Chrome browser and are fully accessible at the time of evaluation of the tenders. A sharing service may be used. However, it must be openly available without Eurofound having to install any special software or having to register with an external provider

Generated on the 24/04/2024 01:52:25 - Generation time 19 ms