



Publications Office

Resources Directorate
Calls for Tender & Contracts Unit

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Ref.: JD - AO 10455 - Additional information No. 1

Subject: Invitation to Tender no. 10455
"Provision of the Graphic Design Services"

Additional information no. 1

Ref: Request for additional information [ARES: 1276881, 1280195, 1280195 and 1300439]

Dear Madam/Sir,

Following our receipt of questions from the Tenderer concerning the above-mentioned Invitation to Tender, please note the following:

Q1 *In the Specifications, point 2.6.2.1 (2) of the Call for Tenders "Provision of Graphic Design Services" 2012/S 205-336442 - Lot 1 you request the CVs of three prepress operators. In our case our Graphics Designers also have the necessary prepress experience (10+ years) which have been and are currently being used by Commission Services. Therefore can the same profiles be used for the two positions?*

A1 No, as specified in Annex 9 of the Specifications: "In lot 1 the same person cannot be proposed for both profiles: a graphic designer and pre-press operator".

Q2 *If we want to be considered for the tendering procedure is it compulsory for our representative to be present at the opening of the tenders on 19.12.2012?*

A2 No, the presence of a representative is not compulsory. As described in the Specifications, point 1.12: "An authorised representative of each tenderer may attend the opening of the tenders".

Q3 Could you please confirm for lot 1 if the profiles for a graphics designer and the prepress operator requires both English and French language capabilities. We have undertaken a number of graphics design services for the Commission and the language requirement has always been English or French – but not both.

Our Managing Director speaks English & French (Pre-Press Operator CV). The 5 Graphic Designers all work under the co-ordination of the Director and are only English speaking. How would this effect our submission?

A3 For lot 1 the proposed persons shall have knowledge of English or French. For lot 2 the proposed person for illustrator shall have knowledge of English or French. The story writer shall have knowledge of English and French. Please note this modification of Specifications.

Q4 *The question concerns the technical questionnaire – Information relating to the award criteria (2/3) on page 75. Can you please verify if the three projects (leaflet, banner and logo) required for lot 1 should use any particularly **Style Guide**?*

A4 The usage of any particular style guide is not required. The tenderers are free to provide the proposal/example of the projects using their own creativity. The message communicated has to be clear, readable, strong, immediate, visual and global.

Yours faithfully,



Z. RACZEKIEWICZ
Maria Manuela Cruz
Head of Unit