



Publications Office

Resources Directorate
Calls for Tender & Contracts Unit

Luxembourg, - 6 DEC. 2012
op.r.2 (2012) save no. 1652684 / ARES
Ref.: JD - AO 10455 - Additional information No. 6

Subject: Invitation to Tender no. 10455
"Provision of the Graphic Design Services"
Additional information no. 6

Ref: Request for additional information [ARES: 1411285, 1412641, 1443898 and 1391263]

Dear Madam/Sir,

Please note that question Q15 and answer A15 sent on 27 November 2012 have been replaced by question Q20 and answer A20 below.

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

Q17 *In preparing the Cooperation Leaflet Case Study we have used a number of stock photos. Unless we buy these photos the analysis will not be at its best level. Do you require the Tenderers to buy the photos for incorporation within the Case Study or can we simply use the draft versions provided by the Stock House.*

A17 Tenderers are not required to buy the photos/pictures for the preparation of the tender.

Q18 *We would like to ask you a question concerning the project 1 "Cooperation" leaflet for lot 1. For the leaflet we have to use placeholder texts. Do we have to use 8000 characters or are we also allowed to use less?*

A18 The length of the text shall be respected. The number of characters used shall be 8000 (a margin of 50 characters more or less is allowed).



Q19 *We are trying to sort out the price schedule but the grid is not very flexible. For example we have to give a price per page for designing a page in a brochure, but in the Price Quotation it automatically multiplies up the pages for the size of the brochure – which is fine except that it also requires various language versions but there is nowhere to add in the cost of the actual translations. Do we therefore base our quotes on the assumption that all text and translations will be supplied to us electronically, or if we are provided with one language and then get the other languages translated ourselves?*

A19 Text will always be provided translated to the contractor, in electronic form.

Q20 *In the specifications, point 2.6.2.1-3 Technical questionnaire on selection criteria (2/4) concerning the languages (annex 11) in the question "Are you able to compose in the languages ...", could you explain whether to compose and to work in various languages means also to translate?*

A20 No translation work is foreseen in this call for tender. To compose and work in a language the Contractor must be able to respect the given language's specificities such as hyphenation. The Contractor will have available the relevant DTP software necessary for treating the given language version.

Yours faithfully,

Maria Manuela Cruz
Maria Manuela Cruz
Head of Unit