



Publications Office

Resources Directorate
Calls for Tender & Contracts Unit

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Ref.: JD - AO 10455 - Additional information No. 4

Subject: Invitation to Tender no. 10455
"Provision of the Graphic Design Services"
Additional information no. 4

Ref: Request for additional information [ARES: 1387433, 1387830, and 1391263]

Dear Madam/Sir,

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

Q13 *Concerning the documentation for the exclusion criteria, would you require to get a stamp of the UK Foreign and Commonwealth office?*

A13 If no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested part before a judicial or administrative authority, a notary or a qualified professional body.


Q14 *In the point 2.7 for lot 1, in project 3 – the proposal/example of "Logo for the European MEDIA Film Festival" – it is not very clear for us if you want us to repeat the city, for example TALLIN EUROPEAN FILM FESTIVAL and after TALLIN the date or only a logo personalized in colours with European characteristics with the colours of the organiser/country and after that TALLIN and the date.*

A14 It is up to the tenderers to decide what logo they are going to present. For more information please see the annex 12, page 76-77. Rather the general rule is to use the name in the logo only once and not to repeat it.

Q15 *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?*

A15 Yes, indeed, to compose means to translate, to write, to be able to provide documents (brochures, leaflets etc.) in various languages.

Yours faithfully,


Maria Manuela Cruz
Head of Unit