



Publications Office

Resources Directorate
Calls for Tender & Contracts Unit

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Ref.: JD - AO 10455 - Additional information No. 3

Subject: Invitation to Tender no. 10455
"Provision of the Graphic Design Services"
Additional information no. 3

Ref: Request for additional information [ARES: 1376104]

Dear Madam/Sir,

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

Q9 *Concerning point 2.4 of the Specifications, the "Legal Entity" form for private entities, do you require all three documents detailed on page 13?*

Can you explain which documents are acceptable as a proof of appointment of the persons authorised to represent the tenderer?

A9 The tenderer has to provide the information regarding its:

- trade register entry number;
- VAT number, and
- legal representatives, who are authorized to sign contracts with thirds parties and to sign the tender as well.

If this information is included in the proof of registration, this document is sufficient, otherwise copy of the VAT registration documents, and/or notice of appointment of the persons authorized to represent the tenderer shall also be provided,

Documents accepted as proof of appointment are described on p. 13 (third bullet).

Q10 Could you explain the difference between **point 2.6** in the **Specifications** (page 17-19), and **point 2.7** (page 20) and the list of documents to be provided?

A10 The documents requested under point 2.6 are related to the evaluation of the economic and financial as well as professional and technical capacity of the tenderers, whereas the documents requested under point 2.7 are related to the technical offer to be submitted.

The list of documents to be provided (annex 5) summarises all the documents requested. In the table the following line shall be added under section three - selection criteria - b) technical and professional capacity:

* Set of example projects described on page 18.

Q11 In the **Specifications**, **point 2.6.2.1-6** Set of the example projects (page 18) - would you like to receive the hard copy examples or PDF versions on a disk?

A11 See point 2.3 of the Specifications.

"Please observe that all documentation has to be provided on paper in triplicate (original and two copies), **in recto-verso where possible**. CDs or similar medium that are part of the tender must also be provided in triplicate."

Q12 In the **Specifications**, **point 2.7.1**, page 20 you ask the Tenderers to present: a document of maximum 10 pagespresenting the tenderer's approach to the production process proposed for carrying out the services covered by this invitation to tender including a description of the quality control process.

a) Does it concern the overall requirement or specifically the proposal/example of three projects detailed below?

b) Do you require to the projects be presented as visuals with no supporting documentation?

A12 **a)** It concerns the overall requirements.

b) Requirements concerning the presentation of each of the projects are to be found in Annex 12.

Yours faithfully,

Maria Manuela Cruz
Maria Manuela Cruz
Head of Unit