

**OPEN INVITATION TO TENDER****AO/CID/DRC/English editing services/007/12*****'English editing services'*****CLARIFICATION (2) – QUESTIONS AND ANSWERS**

Dear Madam/Sir,

In regards to the above mentioned Open Tender Procedure please find below the answers of Cedefop to the requested Clarifications, raised by some potential tenderers:

Question 1

General: Please can you confirm that the volumes of 7000 and 3000 pages concern online and hard-copy editing respectively?

Cedefop Answer to Question 1

As indicated in Section 1.5 of the Tender Specifications, the numbers of pages refer to the required level of editing (*'language editing'* and *'substantive editing'*) and not to the medium of publication (online or hard-copy). Cedefop may decide to publish any document online or in hard-copy form, or both, regardless of the level of editing. It is therefore not possible to provide the requested confirmation.

Question 2

Section 2.3, page 11: In the case of substantial editing will the communication with the author(s) take place directly or will it always go through CEDEFOP? This is important in terms of risk management and also timely delivery.

Cedefop Answer to Question 2

To ensure efficiency and consistency, all communication will take place through Cedefop's English Editing team, which coordinates the editing process and bears ultimate responsibility for the edited text delivered to the in-house client.

Question 3:

Section 2.3, page 11:

- a. In the case of 'assisting' CEDEFOP editing team to obtain the project manager's sign off on the edited text how will the Contractor invoice you?
- b. Using what prices?

Cedefop Answer to Question 3

Assisting Cedefop's editing team to obtain the project manager's sign off involves, as explained in Section 2.3, '*helping to explain changes made during the editing process and resolve issues when necessary*'. We consider answering the project managers' queries about the editing, if needed, to be an integral part of the task of the editor and it is therefore covered by the price that Cedefop pays per standard page.

Question 4:

Section 2.4, page 12:

- a. What do you mean by 'Document administration'?
- b. What do you mean by 'and' pages 1-10?

Cedefop Answer to Question 4

With the words '*document administration and pages 1-10*', Cedefop intended to define a time-limit for the delivery of 10 pages of edited text, taking into account that the contractor may also wish to perform other tasks before starting to edit the text, such as verifying the word count and discussing it with the editing team, requesting additional background material or other information, etc.

Question 5:

Section 3.2.2, page 14: What is your definition of '*related to vocational education and training*' especially in the context of subject experts authors (CEDEFOP or external) writing the original text?

Cedefop Answer to Question 5

From the introduction to Cedefop and its work, at the beginning of the tender document, one can understand that vocational education and training does not exist in a vacuum: it is linked to other fields such as non-vocational education, the labour market, economic development, social policy, etc.