



**OPEN INVITATION TO TENDER**  
**AO/DCM/MTA/Design-Prepress/016/16**

**Request for Clarification (3) – Questions & Answers**

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**Question No 1**

- a) Point 1.2 of the tender specifications refers to tasks being completed in Cedefop's premises. Can you please clarify whether this only refers to the three one-day meetings per year?
- b) Point 6.2 specifies that tenderers need to sign the original technical proposal. Is it sufficient to sign the cover page of the technical proposal?
- c) Point 6.2 also specifies that tenderers are required to include a CD with an electronic copy of the technical proposals. Is one CD copy sufficient or do you expect tenderers to include a CD in the original and in the three copies of the technical proposal?

**Cedefop's answer to question No 1**

- a) Yes, tasks completed in Cedefop's premises refer to the meetings.
- b) Yes, it is sufficient to sign a cover page to the technical proposal.
- c) One CD copy is sufficient.

**Question No 2**

- a) In the envelope "A". The cover letter should be written by us or is there a standard model in the various documents?
- b) In the envelope "A". The point 4 of the Technical and professional Requirements: the three graphic designers should have a minimum of C1 as English level. Do you need a specific Certification (Ex. Ielts, TOEFL) or can be a Self-Assessment based on CEF?
- c) In the envelope "B". In witch format should be drafted the Technical Proposal? When you use the definition of "Technical Specification" do you refer to the second paragraph of the Tender specifications called TERMS OF REFERENCE?

### **Cedefop's answer to question No 2**

- a) There is no standard template for cover letter provided in the Tender documents. The tenderer should provide their own template. Please refer to the specific requirement of point 5 of the invitation letter.
- b) No certification is required but only a Self-Assessment based on CEF.
- c) There is no specific format required for the technical proposal. Yes, the term "technical specifications" is equivalent to "Terms of Reference" (section 2 of the Tender specifications).

### **Question No 3**

In the Financial offer table 4 PRODUCTION there is no mention of pricing of transport of the printed deliverables. Can you please confirm that the price provided by the tenderers does not include transport costs to Greece?

### **Cedefop's answer to question No 3**

Transportation costs for delivery of few printed products should be taken into account when proposing a price for table 4 Production.

### **Question No 4**

Please provide more clarifications for the following two topics:

- a) File: Annex H1  
Line: 47  
DESTE02, Development of new publication series cover design template is probably  
DESTE02, Development of new publication series interior layout template
- b) File: Annex H1  
Lines: 59-60  
DESIG01, Creation of infograph, pilot language version  
DESIG02, Adaptation of infograph, other language

Please provide more clarifications about the Infographs (DESIG01 and DESIG02), as Infographs could be from quite simple to extremely demanding and complicated (Usage, length, design, etc.).

### **Cedefop's answer to question No 4**

- a) Please refer to Cedefop correction 2 published on Cedefop website.
- b) Please find below links where you can find samples of Infographs:

<http://www.cedefop.europa.eu/en/publications-and-resources/publications/4145>

<http://www.cedefop.europa.eu/en/publications-and-resources/publications/4136>

<http://www.cedefop.europa.eu/en/publications-and-resources/publications/9092>

<http://www.cedefop.europa.eu/en/publications-and-resources/publications/9091>

<http://www.cedefop.europa.eu/en/publications-and-resources/publications/9109>

<http://www.cedefop.europa.eu/en/publications-and-resources/publications/9115>

<http://www.cedefop.europa.eu/en/publications-and-resources/publications/9095>

### **Question No 5**

a) In the paragraph 3.2.2. point 3: We started a contract that can be one of the 3 projects needed to prove our experience in three European language. But the project started in 2015 and ended in the first quarter of 2016. Can we consider this project refers to the year 2015?

b) For another client, we provided catalogues, promotional material, logos and other services similar to the nature as those required in this call but in different invoices during the years 2013 and 2014. In the first invoice, in 2013, the catalogue has been translated in Italian and Greek. In the second invoice, in 2014, has been translated also in English. So the question is: can we consider these different invoices as a unique project that can prove our experience in three European languages?

### **Cedefop's answer to question No 5**

a) Please refer to Clarifications 2, Question 1.

b) It shall be up to the Evaluation committee to assess the experience of the tenderer based on the documents provided in the tender. The tenderer may submit more than the three minimum contracts requested.

### **Question No 6**

a) In the price schedule, is our understanding correct that the "Publication A4/B5" and the "Publication 10.5x21cm" are created using existing templates?

b) Row 24 of the price schedule refers to an "Exhibition catalogue". Can you explain what are the characteristics of this publication, especially of the interior pages?

c) Row 30 of the price schedule refers to an "Illustrated publication". Can you explain what are the characteristics and the dimensions of this publication?

d) Item LAYEP01 of the price schedule refers to a price per piece for the output of publication/magazine to epub format. Can you specify which epub standard you are referring to and what would be the average number of pages and percentage of charts, images, etc. in the original "piece"?

### **Cedefop's answer to question No 6**

- a) Please find the examples of Cedefop publications under the design manual in Annex L. No InDesign or Quark templates are currently available.
- b) Annex K states that this catalogue is an 'Art exhibitions catalogue, presenting paintings and /or art installations'.
- c) Annex K states that this illustrated publication is a 'Publication with complicated and unique design using many design elements, illustrations and images. Sophisticated design and layout that does not follow conventional Cedefop layout schemes'. Size can be any of the publication sizes mentioned in the call.
- d) All publications described in Annex K (with the ranges mentioned for charts, images etc) are eligible for epub production. Please also see examples of epubs published by Cedefop at <http://www.cedefop.europa.eu/publications-and-resources/publications>.

### **Question No 7**

- a) With reference to the price schedule, we would like to know if the prices for production of items have to include shipping and delivering cost. In this case, what destination should we consider? Cedefop premises in Thessaloniki?
- b) With reference to the Annex H2 (Clarification of price schedule codes), sub FINBA16, Fence banner is written "Price should include production of the banner". Do you confirm that this price should include also the production and not only mounting and unmounting activity? Indeed, the item FINPA16 belongs to "Finishing" items and not to "Production" items.

### **Cedefop's answer to question No 7**

- a) Please refer to above mentioned Cedefop answer 3. The destination considered should be Cedefop's premises.
- b) Please refer to Cedefop correction 2 published on Cedefop website.

### **Question No 8**

The unit prices we have to declare in the price list must refer to the quantities you provided in the other sheets (for instance PROBA09 must be quoted taking into consideration a total quantity of "2"?)

### **Cedefop's answer to question No 8**

As per points 5.3 and 5.4 of the Tender documents, the figures inserted by the tenderers will serve as data in order to have the totals requested in the Specimen quotation also in Annex H1 automatically calculated.

The tenderers should take into account the Specimen quotation, which corresponds to a four-year standard workload and refer to the clarification of the Price Schedule codes (Annex H2).

The price list refers therefore to the quantities provided in the other sheets.

Please note that Cedefop estimates for quantities are indicative and do not constitute any kind of legal obligation for the Centre.