



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

Request for Clarification (4) – Questions & Answers

Question No 1

a) Section 5.2. of the tender specifications describes that for award criterion 2 tenderers are required to include information on “response time”. Could you please clarify what is here meant by “response time”?

b) Section 5.2. of the tender specifications describes that for award criteria 2 and 3 tenderers are required to “indicate how their work plan would apply to the production of material”. Could you please clarify what is here meant by “work plan”?

Cedefop’s answer to question No 1

a) “Response time” means the timetable of ‘the production and delivery procedures (workflows) that will be applied’.

b) It refers to the ‘production and delivery procedures (workflows)’ and their implementation of their approach to project management and quality assurance.

Question No 2

ANNEX H1-ANNEX K: PRODUCTION

a) Business card

PROBC00: Digital printing (double-sided) in ANNEX K appears as one-sided. Which one is correct?

b) Programme

PROPR00: Digital printing (double-sided) only one identifier for two different programmes (a. 4 page-programme and b. 8 page-programme, as in ANNEX K). Which one for that identifier?

Cedefop’s answer to question No 2

a) The design is calculated on one-side design and the printing is calculated on two-sided printing. A business card with two sides will have 2* ‘DESBC02, Adaptation of design, insertion of data’ and 1* ‘PROBC00, Digital printing (double-sided)’

b) This identifier applies to both programmes.

Question No 3

ANNEX H1-ANNEX H2: PRODUCTION

a) Poster/Banner 85x200 cm (QuickScreen)

PROBA05-FINBA08: With information on ANNEX H2. Do you send the mechanism to the contractor or the unmounting and mounting of the banner has to be made at CEDEFOP?

b) Folder A4

PROFO01: printed one or doubled-sided? Matt lamination one side or both sides?

Cedefop's answer to question No 3

a) Cedefop shall send the mechanism to the contractor.

b) Print one-sided. Matt lamination on one-side.

Question No 4

ANNEX H1-ANNEX H2: FINISHING

a) Fence banner

FINBA08: With information on ANNEX H2. Do you send the wooden frame to the contractor or the unmounting and mounting of the banner has to be made at CEDEFOP?

b) May you confirm if we have to travel to CEDEFOP or contract someone at Thessaloniki to perform the finishing tasks that include mounting and unmounting?

c) For production and finishing, no delivery costs are requested. Is that right? If not:

- could you please fix the delivery place?
- could you please fix in which identifiers must apply them, production or finishing ones?

Cedefop's answer to question No 4

a) Unmounting and mounting of the banner shall be made at Cedefop.

b) It is up to the tenderer to determine the most suitable method for finishing tasks in order to deliver the product to Cedefop premises as requested in these Tender documents.

c) Please see Clarification 3, Questions and answers 3 and 7 already published on Cedefop website.

Question No 5

Legal Entity form:

a) Please identify the documents that should accompany the Legal Entity form (Annex D) since there is no list or information in the given template.

Tenderers are also requested to complete a Legal Entity Form found in Annex D, accompanied by all documents and information indicated in the form.

b) Also please clarify in the “TABLE WITH CORRESPONDING FIELD DENOMINATION BY COUNTRY”, [...] *whether* all [...] companies must only provide the [...] General Company Number.

Cedefop’s answer to question No 5

a) Please refer to the statement on the top of the form: **“PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)”**

b) This template is a standard template provided by the European Commission. Private companies with legal form should only provide the General Company Number.

Question No 6

In annex h-1 do we only fill in the prices in the price schedule worksheet? the rest of the worksheets (SQ total, SQ1 Pub, SQ2 fly, SQ3 CONF, SQ4 misc, SQ5 MEE) are filled in automatically or do we need to process them as well?

Cedefop’s answer to question No 6

Please refer to points 5.3 and 5.4 of the Tender documents as well as to Clarification 3 – Question and answer 8, already published on Cedefop website.

Question No 7

Price schedule:

a) In the price schedule lines 37-39 (Magazine) are we going to receive texts and hi resolution printable photos or do we have to produce our own?

b) In the price schedule lines 41 (Epub) what is the format of the file that will be transformed to an epub format? could you send us a few examples?

c) For every item in the price schedule we would like to ask if you will provide texts and hi res (suitable for printing) photos or if we need to provide them by ourselves

d) For publication A4/B5 will you provide a manual /guidelines or do we have to create it?

e) Which item in the price schedule is the Art publication?

f) For DESCIO1, in the application can you provide all the requested corporate identity applications. What does etc include?

g) Can we have the specifications for chart (lines 62-65) and graph (lines 54-57)?

h) At the e-newsletter will we be responsible for sending it to recipients as well? Apart from the template do you need a design manual for the newsletter?

- i) For the DESBNO1 item do you need a design manual as well?
- j) Regarding the logo, do you need a logo applications manual as well?
- k) Regarding DESVI00 could you please clarify K+ in colors?
- l) Is production required for Bag, pen and Mousepad?
- m) Can Cedefop provide examples for Fence banner?
- n) Regarding the calendar, can you provide examples? is it a weekly or a daily calendar? should production be included in the price?
- o) Regarding PROFO01 A4 folder, can you provide dimensions, and the specified mechanical plan or are we going to propose them to Cedefop?
- p) Regarding FINBA11 AND FINBA14 what does preparation for placing of bars include?
- q) Could you explain FINBA16 in detail?

Cedefop's answer to question No 7

- a) Texts and images will be provided by Cedefop
- b) The format can be Indesign or QuarkXpress. Please see examples of epub's at www.cedefop.europa.eu/publications
- c) Texts will be provided by Cedefop. Images or illustrations with an editorial use (have a link with the theme/for a) will be also provided by Cedefop. Images and illustrations that are part of the design (i.e are used to enforce the aesthetics) should be included in the price. In exceptional cases, if the images identified are too expensive or there is a need for a specific one, they will be paid separately.
- d) Manual/guidelines are included at the design manual (part of the call for tender). If you refer to a template please refer to Clarification_3, Answer to Question 6a.
- e) Exhibitions catalogue 21*21 cm.
- f) Requested corporate identity applications may include basic office stationery material.
- g) Please see examples at www.cedefop.europa.eu/publications and especially http://www.cedefop.europa.eu/files/3074_en.pdf for graphs and http://www.cedefop.europa.eu/files/8093_en_0.pdf for charts.
- h) No, the contractor will not be responsible for sending it to recipients. No, a design manual for the newsletter is not requested.

- i) No, no design manual is requested for item DESBNO1.
- j) No, no logo applications manual is requested.
- k) It means a combination of Black plus a (or more) Pantone colors: K (=black) + PMS (=Pantone Matching System)
- l) No, no production is required for Bag, pen and Mousepad.
- m) Please find hereunder photo showing a sample of fence banner:



- n) It is a weekly or a daily calendar. Prices are requested for both options. Production should not be included in the price. Please find hereunder photo of a sample of calendar:



o) Detailed plan will be provided by Cedefop.

p) This includes preparation of the banner so the aluminium bar can be inserted:
Sewing of the banner.

q) As annex H2 mentions 'Price should include, unmounting of the previous banner from the wooden frame and mounting this one'. When the conference is over, the previous banner should be re-loaded so the price should include unmounting this one, and mounting the previous banner.