



**FRA**

EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS

Vienna, 23/10/2012  
Reg. 001246

**Subject: F-SE-12-T05 – Provision of Editorial Services**

**Contract notice: 2012/S 180-295267 of 19/09/2012, as amended**

Ref.: Additional information regarding the specifications of the tender.

Dear Sir / Madam,

We received questions of general interest from the tenderers. Please find herewith the answers to these questions.

Yours faithfully,



Morten Kjaerum

Director

## QUESTIONS & ANSWERS (I)

### **Subject: F-SE-12-T05 – Provision of Editorial Services**

### ***Contract notice: 2012/S 180-295267 of 19/09/2012, as amended***

#### **Question 1:**

We are interested in tendering for more than one lot. In which case, would it be sufficient to submit one administrative proposal accompanied by separate technical and financial proposals for each of the lots? Or would you expect to receive a separate administrative proposal for each lot?

#### **Answer 1:**

According to section 2 (last paragraph) of Annex A – Tender Specifications tenderers can apply for one or for more lots. Where applying for more lots, a separate tender containing all of the information requested for the evaluation (on the basis of exclusion, selection and award criteria specified) must be submitted for each lot (including the administrative proposal). Each tender must be placed in two separate envelopes (technical and financial). The administrative information (administrative details and supporting documents relevant for the exclusion and selection phases) should be placed within the envelope containing the technical offer related to the lot to which it refers. Please see also section 23 of Annex A – Tender Specifications (How to submit the tender).

#### **Question 2**

In the standard submission form in the selection grid for editors, underneath each row you have included a field "Specify". What information do you expect us to supply in this field, seeing that we will also provide a complete Europass CV for each editor?

#### **Answer 2:**

In the selection grid of Senior Editor/Editor the person(s) proposed for this profile must confirm that he/she fulfils the listed minimum criteria by ticking off "yes" or "no". Furthermore it is expected that under "specify" the relevant experience is listed in order to show how the minimum criteria are met. Please do not refer to the CV.

The selection grid must be signed and dated by the person proposed for the profile.

#### **Question 3:**

We regularly collaborate with the qualified freelance personnel. Would you consider a freelance contributor a sub-contractor?

#### **Answer 3:**

Yes.

**Question 4:**

On page 5 of the technical specifications you refer to 30-35 meeting days being anticipated over a 4-year period. This would correspond to how many actual meetings?

**Answer 4:**

The tender proposal should include up to 35 meeting days in the cost calculation for the four year period. This can result in up to 9 meeting days per year. A higher frequency of meeting days may be likely at the beginning of the contractual period.

**Question 5:**

Also on page 5, in the list of results, you mention text, "which includes link(s) to image files, separately appended as picture files in print quality". In how far would our editors have to deal with image material, could you please clarify?

**Answer 5:**

Contract editors would have to be in a position to insert image material correctly in a manuscript (Word document), as well as to ensure correct linking to it. They would not, however, have to edit image material.

**Question 6:**

On page 5 of the Technical Specifications (Point 5.2.1.7), you refer to 30-35 meeting days being anticipated over a 4-year period. Assuming that these are not all one-day meetings, could you give us an estimate of the number of actual meetings anticipated for the four-year period? This is relevant for the calculation of travel costs.

**Answer 6:**

Please see answer 4.

**Question 7:**

In the same section, in the list of results, you mention text, "which includes link(s) to image files, separately appended as picture files in print quality". In how far would our editors have to deal with image material, could you please clarify?

**Answer 7:**

Please see answer 5.

**Question 8:**

Annex A (Technical Specifications) relating to the above project refers (para. 18.1) to the relevant Technical Award criteria/sub-criteria. These require to contractor satisfy FRA that they can meet the demands of this project.

There does not, however, appear to be a designated space on the Standard Submission Form for contractors to do so.

**Answer 8:**

In Annex C – Standard Submission Form no specific cover page for the technical offer is foreseen. It is sufficient that tenderers include a technical offer as set out in section 23 (Part 2 – Technical Proposal) of Annex A – Tender Specifications.