



FRA

EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS

Vienna, 29/10/2012
Reg.

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 (II)

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

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

Question 9:

As we understand, the tender application can be submitted in Latvian as well, but, in case we prepare the whole documentation in English, are the attached documents issued by the State Institutions of the Republic of Latvia written in Latvian is to be added along with a certified translation into English or it is not necessary and the documents can be submitted in Latvian as well. If the certified translation is necessary, is it enough to provide a translator's certification or we would be obliged to certify the translation by a notary?

Answer 9:

The tenders may be submitted in any of the EU official languages. At this stage of the tender procedure it is sufficient to provide copies of the supporting documents without translation into English.

Question 10:

In reference to Questions 4 and 6 in the Questions List (4/10/2012 and 11/10/2012 and again on the 23/10/2012), the actual anticipated number of meetings is NOT clarified. The Financial Offer greatly depends on calculating the number of travels to Vienna, meeting participants are requested to make. There is a great difference between participating in 35 meetings of 1-day duration (hence 35 meeting days) and participating in 7 meetings of 5 days duration each (again 35 meeting days). The former includes 35 different journeys to Vienna – the latter only 7. As you can clearly see the number of anticipated meetings is of GREAT importance in the calculation of the Financial Offer, so please do provide us with an answer to our question 4 and 6...

Answer 10:

The tenderer should include in his/her cost proposal the costs for covering up to 6 meetings in Vienna per year. Depending on the needs for editorial requirements, a meeting may extend to up to two days.

Question 11:

Can you confirm that Monday 29th of October is the last day we can ask clarifications related to the abovementioned tender?

Answer 11:

The answer to your question is "yes."

Question 12:

In the FINANCIAL OFFER, are tenderers expected to provide the WEIGHTED total of prices provided in the template (for example 25% * PRICE IN EURO + ...) or simply the sum of prices in the column entitled Price in Euro?

Answer 12:

On Form F.1 – Financial Offer template, under the column “price in Euro” tenderers are expected to give simply the price. The weighting displayed in the template only serves information purposes. The weighting will only be applied during the actual financial evaluation. For more information regarding the financial evaluation please see section 18.2.1 of Annex A – Tender Specifications.

Question 13:

In section 8 of the technical specification. You ask for 2 full text of publications edited by our stated senior editor. As some of these texts are lengthy, would hypelinks to where the text can be downloaded be sufficient?

Answer:

We accept a hyperlink to a published document, under the condition that the information, as requested in the tender specifications (see p. 6 of Annex A1 – Technical Specifications), is clearly indicated on the document page.