

Clarifications during tendering
F-SE-16-T15
Graphic design and production of Communication and Awareness Raising
Materials
Questions and Answers III

Vienna, the 01/03/2017
Ref: 2017-outgoing- 278

Reference: Open call for tender F-SE-16-T15 Graphic design and production of communication and awareness raising materials

Subject: Clarifications during tendering

Dear Sir/Madam,

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

Yours sincerely,



Michael O'Flaherty
Director

Clarifications during tendering

F-SE-16-T15

Graphic design and production of Communication and Awareness Raising Materials

Questions and Answers III

Question 1:

The "proposed scenario" for Lot 1 refers to "Product Quotation 1 - Branding Concept for an event" included in the Price quotation Lot 1 (xls. file).

Looking at the xls file, we noticed that:

1) the scenario foresees the preparation of a Brochure (255x210mm) 16 pages + cover in 4 colours.

However, summing up the quantities related to D2, D3, D4, the result equals to 18. Could you please clarify this aspect?

2) the scenario foresees the preparation of a PPT (7 slides) based on the brochure. However, the quantity displayed in the xls file related to C7 is 5. Could you please clarify this aspect?

Answer 1:

1) Regarding the brochure, the scenario includes a total of 20 pages: 16 pages plus cover (cover counts for 4 pages).

The calculation lists:

1 x D1; this covers 2 pages plus spine front cover and back cover page

10 x D2; this covers the 2 remaining pages of the cover and 8 pages of the core

4 x D3; this covers 4 core pages

4 x D4; this covers 4 core pages

Thus a total of 20 pages of different complexity.

2) Regarding the PowerPoint, please note that the 7 pages include an Introduction page and an end page, which are standard pages and do not change. Thus the request is only for 5 pages that need to be prepared based on the brochure by the contractor.

Note: As indicated in Form F.1 of Annex C – Standard Submission Form, tenderers are only required to fill in the excel "Price sheet Lot 1" attached in Annex C.1 with the prices net of VAT they offer for the services listed in the table. The figures in this table will then automatically calculate the prices for the products listed in the excel table "Price Quotations Lot 1" annexed to the Financial Offer Form and the **Total Price Quotation for Lot 1**.

Question 2:

Is it OK, to send Financial statements for period 2015 and preceding period 2014 in one statement, or it's necessary to send it for each year separately?

TENDER SPECIFICATIONS (03_f-se-16-t15_annex_a_-_tender_specifications)

19.2.1 Economic and financial capacity Copy of the financial statements (balance sheets, and profit and loss accounts) for the last two (2) financial years for which accounts have been closed. In case of a consortium, each consortium member shall present their own financial statements.

Answer 2:

Tenderers are free to present the required financial statements for the last two (2) financial years in one or in separate documents.

Question 3:

Is any form (e.g. Invoice to Client), or it's OK just in chart with the service, sums (in amount under this contract), dates and clients?

TENDER SPECIFICATIONS (03_f-se-16-t15_annex_a_-_tender_specifications)

19.2.2 Technical and professional capacity

A list of the principal services provided and supplies delivered in the past three (3) years, with the sums, dates and clients, public or private. Tenderers are required to prove that they have performed at least three (3) graphic design projects of an amount/nature or scope similar to the services to be carried out under this contract.

Answer 3:

Tenderers are requested to present in the Form D.2 of Annex C - Standard Submission Form **at least** three (3) graphic design projects of an amount/nature or scope similar to the services to be carried out under this contract. In order to meet this requirement, tenderers are free to include as many project references in the Form D.2 as needed.

Question 4:

Can the tenderer provide examples of relevant graphic design work implemented for other clients as an annex of the technical offer?

Answer 4:

Tenderers are free to include any additional information in their tenders. However, examples of previous graphic design work **are not required** as part of the technical offer.