

Helsinki, 2/2/2012

CLARIFICATIONS 5

Open call for tender ECHA/2011/183 Design, pre-press and printing services

Question 5.1:

Specifications require that CVs are included both in section 1 of the proposal (ref. page 15) and in section 2 (ref. page 20). The two sections must be inserted in two separate and sealed envelopes. To avoid a duplication of information, it is acceptable to put copy of CVs only in section 1 and add a cross-reference to the CVs in section 2?

Answer:

The tenderer can organise the supporting documents of their offer the way they consider best in order to comply with the requirements of the technical specifications and to comply with all Criteria;

Question 5.2:

On annex 4.3.4.2 "Reference price list – Design" is requested to specify the "Delivery deadline" for each item. In our understanding, the delivery deadline is the total amount of business days – starting from Agency's order – the tenderer will take to deliver one unit of the requested item. Please confirm our understanding.

Answer:

Annex 4.2.2. - Order Form - reads: "Execution of the tasks shall start from the date of Contractor's signature of this order form". The delivery is defined in section 1.4. Tenderers are allowed to include their own estimate of delivery time for each service.

Question 5.3:

On annex 4.3.4.2 "Reference price list – Design" is requested to specify the price/unit for each item. Some items have the column "Quantity" filled in. The price/unit requested is for the whole quantity specified in the "quantity" column, or the price/unit is for the single page? Example: item "Creating templates – A4 illustrations, covers, graphical elements, etc.", "Quantity" requested is 2 – 10 pages; if the price/unit will be P and the actual length of the document will be 5 pages, the applied price will be 5*P or P?

Answer:

The quantity can be defined in units, however it must not as there are services that cannot be quantified in quantities. Therefore tenderers can define their own unit for each service and then state the price per respective unit. The unit can be the volume of work (number of pages), time spent to accomplish the job (hours) etc. The tenderer must state the unit and the respective price.

Question 5.4:

On annex 4.3.4.2 "Reference price list – Design", when the description requests illustrations, those illustrations will be provided by the Agency, or is up to the tenderer to produce them?

Answer:

Illustrations can be both, provided by ECHA and created by the contractor (as stated in the column "Description" for the service "Graphs and charts" as well as in section 1.3.2. Regardless the source, the possible illustrations will need to be included in some of the templates/layouts created in the execution of this contract.

Question 5.5:

On the annex 4.3.4.1 "Financial form", is requested that the prices are the same of those on the "Reference price list". To produce each item, several services will be requested. In some items, the service requested in the financial form has no correspondence with that in the reference price list. For instance, is requested to quote the creation of the layout for one A0 event poster, and in the reference price list for the design, the creation of the layout in A0 format is not listed. This happens many times. Could the Agency fix this?

Answer:

The Reference Price List (both for design and for printing) allow each tender to include additional services (using the "Other" rows) and/or to add their own price lists provided that they do not replace the document attached to the technical specifications, so that each Reference Price List reflects best the services offered by each tender.

Answer 2,3,4

The Reference Price List will be part of the contract signed between ECHA and the contractor. Therefore all information included in this document will be binding for the execution of the contract.