

Helsinki, 3/2/2012

## **CLARIFICATIONS 6**

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

#### **Question 6.1:**

According to specifications (section 1.2.1 page 4), CVs of a Project Manager, 3 graphic designer (one senior and two junior) and appropriate number of technical staff should be provided. Furthermore, a backup for that people should be ensured. In our understanding, we have not to provide the CVs of backup staff. Could you please confirm our understanding?

#### **Answer:**

The last paragraph in section 1.2.1 reads: "In case of replacement of a staff member, the replacement must be equivalent to the staff member initially assigned to the project, in terms of experience and qualifications". On the other hand, in section 3.1.1.3 it is stated that "the tenderer can use the European Curriculum Vitae format...to explain the background and the professional experience of team members". Therefore, the tenderer can use the CV or any other method for describing the experience and the qualifications of the team members as long as the minimum required is clearly explained.

#### **Question 6.2:**

According to specifications (section 3.2.4.2 page 21), the tenderer should include in the technical proposal a template for the Agenda of an event. The agenda should be maximum 2 pages long. In our understanding the template to use to create the agenda is the "programme" template (section 3.5.2 of your Visual Identity Manual) and the agenda should be one A4 sheet in recto verso (i.e. 4 A5 pages). Could you please confirm our understanding?

#### **Answer:**

Please refer to the answer provided for Question 4.5 in Clarifications 4.

#### **Question 6.3:**

According to the specifications, the (section 3.1.2) the technical proposal should be maximum 5 pages long. The technical proposal should also include an agenda and a report created by the tenderer. The agenda and report have to be included in the 5 pages limit or the technical proposal should be 5 pages plus the agenda and the report?

#### **Answer:**

Second paragraph in section 3.2.4.2 reads: "In addition to this explanations..." Therefore, the tenderer should understand that the two examples requested should complement the explanation given in the 5 pages long technical specifications.

#### **Question 6.4:**

On annex 4.3.4.3, reference price list printing, there is a "pages" column; as far as regards rows 6 to 22 (from "legislative" to "guidance 3"), with the terms "page" do you mean the whole sheet or the single side of a sheet (e.g. 100 pages means 50 A4 sheets or 100 A4 sheets)?

**Answer:**

The description of products include the number of pages of each type of document counted in the final pdf. The printing will be usually double-sided.

**Question 6.5:**

On annex 4.3.4.3, reference price list printing, as far as regards rows 23 and 24 the column "pages" reads "4 (3 x A3 folded)" and "8 (3 x A3 folded)"; as one A3 sheet folded have 4 pages in our opinion they are clerical errors and we should read instead "4 (**1** x A3 folded)" and "8 (**2** x A3 folded)"; is our interpretation correct?

**Answer:**

The tenderer can check the visual identity manual and/or the latest issue of the newsletter on [echa.europa.eu](http://echa.europa.eu) in order to have a clear image of how the final product will look like. The newsletter can have minimum 4 pages and maximum 16 pages.