

## Clarifications during tendering

**F-SE-16-T15**

**Graphic design and production of Communication and Awareness Raising**

**Materials**

## Questions and Answers I

Vienna, the 07/02/2017

Ref: 2017-outgoing- 166

**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

**Michael O'Flaherty, Director**

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**F-SE-16-T15**

### Graphic design and production of Communication and Awareness Raising Materials

### Questions and Answers I

#### **Question 1:**

The technical offer for Lot 1 shall consist in a document (of maximum 2 pages, A4 format, font Times New Roman size 12, max 3000 char with spaces per page) describing the tenderers' approach to the following points for the proposed scenario "Product Quotation 1 – Branding concept for an event" included in the Price quotation Lot 1 excel sheet included in Annex C.1 to the Financial Offer Form:"

Please specify the following:

Requested is "Product Quotation 1: Branding concept for an event. Including the preparation of a Brochure (255x210mm) 16 pages plus cover in 4 colours - 2 Poster, 3 Roll-up - Banner for web and social media - PowerPoint (7slides) based on the brochure". What does "including" mean in this context? Does the quotation need to comprise the preparation of a brochure, 2 posters, 3 roll-ups, banner for web and social media and PowerPoint slides, or does it need to comprise other, additional, elements? If so, please specify.

#### **Answer 1:**

In this context, "including" refers to Quotation 1 which describes the scenario of requesting the development of a branding for an event "and" the scenario includes all the named products and services.

The tenderer shall provide the contracting authority with a verbal description of the process of developing all those products and services. How will it happen?. It is not required to produce them physically and no other additional products or services are to be considered.

#### **Question 2:**

Our understanding is that the technical offer will consist of 2 parts:

- 1 DOCUMENT describing the proposed scenario (page 11 of Annex A – Tender Specifications)
- 1 DOCUMENT addressing all the services listed (page 18 of Annex A – Tender Specifications).

Is this understanding correct?

#### **Answer 2:**

The reference made in section 25 of Annex A – Tender Specifications, Part 2 (page 18) to the technical proposal is of a general nature. For this particular tender, the technical

proposal should elaborate on all services covered by the proposed scenario for Lot 1 "Product Quotation 1 – Branding concept for an event" included in the Price quotation Lot 1 excel sheet of Annex C.1 to the Financial Offer Form in order to obtain as many points as possible.

Explanation: Product quotation 1 is the most complete quotation request, it includes the services considered in Section 5 of Annex A.1 as minimum requirements and will be sufficient for the contracting authority to evaluate and compare the offers received.

Therefore, tenderers are only required to present **one technical proposal** addressing the services required in the proposed scenario for Lot 1 "Product Quotation 1 – Branding concept for an event".