Publications Office

Resources Directorate
Calls for Tender & Contracts Unit

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Ref.: AB - AO 10461 - Additional information No. 3

Subject: **Invitation to Tender No. 10461**
"Conversion of publications from PDF to e-book (EPUB format)"
Additional information No. 3

Ref: Request for additional information [ARES: 475 472]

Dear Madam/Sir,

Following our receipt of questions from the tenderer concerning the above-mentioned Invitation to Tender, please note the following:

Q1 *On page 25 of the Specifications, "Section three: selection criteria", point,5 it is said that in the case the tenderer chooses to rely on the technical capacity of a subcontractor for a value of less than 20 % of the total value of the contract, he should provide the documents mentioned in point 2.6.2.1.*

1. Is it obligatory to provide all the documents requested or can we provide only PARFs?

2) In the case all the elements should be provided:

a) Does the maximum of 5 pages for the description of the technical equipment apply to each subcontractor, or to the subcontractor + contractor as a whole?
b) Does the maximum of 5 PARFs apply to each subcontractor, or to the subcontractor + contractor as a whole?
c) Does each subcontractor need to meet the minimum conditions with regard to the PARFs, or is it sufficient when the PARFs from the subcontractor + contractor as a whole meet the minimum conditions?

A1 The point referred to in the question is related to situations where *"the tenderer relies on the capacities of subcontractors for fulfilling the selection criteria"*, irrespectively of the value of the contract to be subcontracted.

1) If the tenderer relies on the capacities of subcontractors for fulfilling the selection criteria, the documents related to the professional and technical capacity as defined in point 2.6.2.1 of the Specifications shall be provided.

2a+b) The limits are applying to the tenderer and to all its subcontractors, or to a consortium as a whole, if the offer is submitted by the consortium.

2c) See: Specifications, point 3.4.2.

Q2 *In Technical Annex 1 'e-Book Technical Requirements', point 3.1.3 it is said that for the Back Cover the identifiers, barcodes, QR codes and the Publications Office logo should not be captured as part of it. Given that the Back Cover should be captured as image, this implies the removal of part of the information of the image. In the event where this information is embedded on a hatched background or in illustrations, is it allowed to have a "black" or "white" rectangle in the place of that information, or a rectangle in the nearest colour of the background?*

A2 When a back cover is to be captured as an image, the mentioned elements should be removed, if in the provided source file, they are independent elements. Otherwise they shall be captured as part of the back cover image.

Q3 *Technical Annex 1 'e-Book Technical Requirements', point 3.2.4*

What can be considered as "Headings"? For instance, in the context of capacity test,

a) *Should the information "Successive enlargements" (page 5 of Technical Annex 3) be considered as a "Heading", in which case it should be centred, or should it be considered as "Body text", in which case it should be displayed as close as possible to the original (left alignment)?*

b) *Same question for the following case:*

i. "Where do we stand?" (Technical Annex 3, page 7)
ii. "Accession negotiations" (Technical Annex 3, page 9)
iii "The History of the Process" (Technical Annex 3, page 17)

A3 The elements mentioned in the question are headings and thus must respect requirements defined in point 3.2.4. Headings of the Technical Annex 1 'e-Book Technical Requirements'.

Q4 *Technical Annex 1 'e-Book Technical Requirements', point 3.1.1*

With regard to the Tables of Contents (TOC), must the original TOC of the paper document be respected, adding the specific information related to EPUB, or should the maximum number of levels be displayed according to the "Headings" present in the document?

A4 Headings not presented in the original ToC should not be added as new items in the ToC of the EPUB file. The ToC must respect requirements defined in point 3.1.1. Table of Content of the Technical Annex 1 'e-Book Technical Requirements'.

Q5 *In point 3.2.9, page 11 of Technical Annex 1 'e-Book Technical Requirements', it is mentioned that legends and notes must be captured as text and placed immediately before or after the image. Regarding the image on page 7 of Technical Annex 3, we understand that for the capacity test we should extract as text the part "Candidate countries" up to "Albania" and also the note "Under .... 1999" and "2011". Is this correct?*
Should we then "clean up" this information on the image with the risk of degrading it, or should we keep the information as duplicate in the image?

A5 First of all, it has to be pointed out that the question is related to the award criterion no 5, and not to a capacity test.
In case of a text over images, the images and the text must be captured separately, if in the provided source file they are independent elements. Otherwise they shall be captured together as part of the image.

Q6 *Technical Annex 1 'e-Book Technical Requirements'*

In point 3.2.11 (page 12) it is mentioned that the types and the nesting of lists must be respected. Regarding the representation of the prefixes in the lists, which may vary from one language version to the other according to the Interinstitutional Style guide (possible alternatives may be: (1), 1), 1.), should they be reproduced identically in the EPUB, or is a standardization, for example 1), allowed, linked to the use of the structure of lists in EPUB?

A6 The interinstitutional style guide: http://publications.europa.eu/code/en/en-000100.htm) must be respected.

Q7 *Technical Annex 1 'e-Book Technical Requirements'*

On page 13, point 4 "Specifications for EPUB with fixed layout", it is said that special requirements for EPUB deliverables with fixed layout will be discussed later. These special requirements can therefore not be taken into account when filling out the Price schedule. Can you confirm this point? If the answer is yes, does this mean that mini competitions will be launched for new specific cases?

A7 As set out in point 4 of the Technical Annex 1 'e-Book Technical Requirements', the EPUB file with fixed layout must respect the layout and the order of the pages of the printed publication.

As set out in the Specifications, point 4.2.1 'EPUB files production', the Publications Office may require the implementation of enrichments such as:

- activation of additional hyperlinks,
- integration inside of the publication of rich media objects.

With regard to the question on what to take into account when filling out the Price Schedule, please see "Explanatory notes on the price schedule and calculation of estimates" (page 34 of the Specifications).

In the case of specific requirements for EPUB files with fixed layout, a tendering procedure for additional services will be launched. Please see the Specifications, point 4.10 'Relunch of the Tendering Procedure for Additional Services'.

Q8 *In Technical Annexe 2, point 2 'Quality control', there is mention of counting the number of sections, chapters, sections of 'Level 1' and sections of 'Level 2'. Could you explain the difference between sections and chapters? And the difference between sections and sections of 'Level 1' or 'Level 2'?*

A8 The differences between sections and chapters depend on the publication. Consequently it will be explained when a conversion of the publication is requested.

Yours faithfully,

Maria Manuela Cruz
Head of Unit