



## Publications Office

Directorate Resources  
Calls for tenders and Contracts Unit

Luxembourg, 18 -11- 2011  
Opoce.r.2 (2011) n°sauv 1347633 / ARES  
Ref.: LF - AO 10352 - Additional information 1

By E-MAIL

**Subject:** Invitation To Tender n° 10352 : "PROCESSING OF NOTICES FOR PUBLICATION IN THE OJ S "

**Additional information n° 1** (Ref. 1211153, 1212386)

Dear Madam, Sir,

Please note the following information.

In the zip file "*Technical Annexes*", the content of "*Annex TS14*" has been replaced by the content of "*Annex TS14 (VL)*" and "*Annex TS14 (VL)*" has been removed.

In the zip file "*Technical Annexes*", the content of the first page of "*Annex TS06*" has been modified. Please find annexed to this letter the new first page of "*Annex TS06*" in which the modified lines have been highlighted.

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

- Q1** *Regarding the list of principal services, section 2.6.2.1 (a) on page 18/93 of the Specifications lists three requirements plus a further requirement applicable to lot 2 only. For absolute clarity, please confirm that the first three requirements apply to both lots, and not lot 1 only.*
- A1** We confirm that, in point a) of the table in point 2.6.2.1 page 18/93 of the specifications, the first three requirements concern both lots and the fourth requirement concerns only lot 2.
- Q2** *While the "list of documents to be provided" in Annex 5 includes CVs, Annex 7 includes only the table on page 80/93 and makes no reference to CVs. Moreover, for CVs Annex 5 makes reference to Annex 9 to the Specifications, which we cannot find in the call documentation. Therefore, (a) please confirm if CVs are needed or only a profile description, and (b) if CVs are needed, please make available Annex 9.*



- A2 Please note that CVs are not required but the table in Annex 7, on page 80/93 of the specifications must be filled in.  
Please find annexed to this clarification a new list of annexes and a new Annex 5.
- Q3 *Also, if CVs are needed, please confirm that section 2.6.2.1 (c) on page 18 of the Specifications specifies the number of CVs to be provided for each profile. Please also indicate if this is the exact number or the minimum number of CVs to be provided.*
- A3 Please note that CVs are not needed. The numbers of persons required per profile in point 2.6.2.1 are exact numbers. The table in Annex 7, on page 80/93 of the specifications must be filled in accordance with these numbers.
- Q4 *In the absence of Annex 9, we can find no specification of a required CV format. Is there a required or preferred format, and does Annex 9 specify this? Is the Europass format acceptable?*
- A4 Please note that CVs are not required but the table in Annex 7, on page 80/93 of the specifications must be filled in.
- Q5 *The "list of documents to be provided" in Annex 5 includes a CV Summary as part of the Technical and Professional Capacity documents and, for this, makes reference to Annex 10 to the Specifications. However, we cannot find Annex 10 in the call documentation. Is the CV Summary the table on page 80/93 of Annex 7, or a separate document (the missing Annex 10)? Also, if the latter, please make Annex 10 available*
- A5 Please find annexed to this clarification a new Annex 5.
- Q6 *With regard to technical specifications, section 4.2.5.3.2, Failure of the Publications Office's OJS production system. What is the precise definition of "long period"?*
- A6 A long period in the context of point 4.2.5.3.2. of the specifications is a period long enough to prevent the publication of the contract notices within the legal deadlines.
- Q7 *With regard to technical specifications, section 4.2.5.3.2, Failure of the Publications Office's OJS production system. Is this requirement ("take-over the missing tasks") in general applicable to the contractors of both lots? If yes and in case of an actual failure of the Publications Office's OJS production system for a long period, what is the procedure/approach/strategy to identify the contractor which is supposed to take-over the missing tasks?*
- A7 The requirement is applicable to both lots. In case of an actual failure of the Publications Office production system the contractor for each lot will

be asked to take over the tasks relevant to the lot that he has been awarded.

**Q8** *With regard to technical specifications, section 4.2.5.3.2, Failure of the Publications Office's OJS production system. We understand from section 1.3 of the specifications that "The OJ S contains on average more than 1500 notices per daily edition with every notice - complete or summary only - available in all the official EU languages". This is confirmed by the various statistics included in the annexes TS02.*

*Moreover, the list of tasks described in section 4.2.5.3.2, which are to be taken over by the contractor, covers the complete lifecycle of a notice, from its reception until the daily export for publication (including all standard as well as alternative workflows).*

*Do you agree that taking-over the tasks described in section 4.2.5.3.2 for more than 1.500 notices per daily edition (resulting in more than  $1.500 \times 23 = 34.500$  notice instances) will only be feasible if the contractor has an information system in place (ready to take over the operations) which is supporting the Publications Office's business processes as outlined in annex TS03 (OJ S Production BPM Model)?*

**A8** Contractors will not be required to have an information system in place ready to take over the operations. In case of an actual failure of the Publications Office production system the contractors shall commit themselves to provide all possible support to the Publications Office. The Publications Office will request a proposal from the contractors to provide such support.

**Q9** *With regard to technical specifications, section 4.2.5.3.2, Failure of the Publications Office's OJS production system. **only applicable if the answer to question 8 is YES.***

*Does the Publications Office expect the contractor to operate an (backup) instance of the Publications Office's OJS production system in the contractor's premises in order to take-over the operations in the above described scenario ?*

**A9** Not applicable because the answer to question 8 is no.

**Q10** *With regard to technical specifications, section 4.2.5.3.2, Failure of the Publications Office's OJS production system. **Only applicable if the answer to question 9 is NO.***

*Does the Publications Office expect the contractor to implement and operate an additional production system which covers the "OJ S Production BPM Model" as outlined in annex TS03? If no, please provide us with a more detailed description and requirements.*

**A10** Please see answer A8.

**Q11** With regard to technical specifications, section 4.2.5.3.2, Failure of the Publications Office's OJS production system. **only applicable if the answer to question 8 is NO.**

*Please provide a more detailed description of the contractor's required processing/operating model for such a scenario (knowing that no support by an information system covering the business processes to be taken over will be available).*

*In particular, please include in this description details on how the contractor is supposed to interact with other actors and parties involved in the overall OJS production and dissemination process as described in annex TS03 (Awarding Authorities, Bodies, Institutions, DG Market, sub-contractor for the other lot; sub-contractor responsible for the TED web site; SIMAP/eNotices system; etc.).*

**A11** In case of an actual failure of the Publications Office production system a detailed request will be sent to the contractor taking account all aspects of the actual situation.

**Q12** With regard to technical specifications, section 4.2.5.3.2, Failure of the Publications Office's OJS production system. *Providing contingency for the scenario described in section 4.2.5.3.2 on the contractor's side will require an investment. The concrete amount of the resulting costs will depend on the Publications Office's answers to the previous sub-questions.*

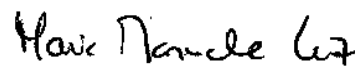
*Are these costs to be included in the offer?*

*If yes, in which position?*

*If no, please specify how to cope with such investment.*

**A12** These costs mustn't be included in the tenderers' offers. In case of an actual failure of the Publications Office production system a detailed request will be sent to the contractor taking account all aspects of the actual situation.

Yours faithfully,

  
Maria Manuela CRUZ  
Head of Unit

Annex (es): new first page of Technical Annex TS06  
new list of annexes (point 5 of the specifications)  
new Annex 5 to the specifications

## Annex TS06 – Preparation tasks

### Preparation tasks by type of notice

Documents for publication in the *Supplement to the Official Journal of the European Union* reach the Publications Office via various channels. Each document requires a set of processing operations which are essentially linked to the type of notice in question (prior information notice, contract notice, contract award notice, etc.), the transmission method (fax, paper or electronic means) and the translation requirements.

For all drafting work, the contractor must use the official texts available in the European institutions, as well the "Interinstitutional style guide" and the official nomenclatures.

This annex describes, for each main function, the various tasks to be carried out at present.

#### ✓ Tasks by main function

	Lot 1	Lot 2
<b>✓ 1. Receipt/sorting of documents to be processed by language team</b>		
▪ Receipt of notices from the Publication Office.	X	X
▪ Identification of the language and first check of the notice (completeness).	X	X
▪ <del>Sorting out of invalid notices (e.g. SPAM).</del>	X	<del>X</del>
▪ <del>Splitting up of multiple-notice documents.</del>	X	<del>X</del>
▪ Distribution among the language teams for preparation.	X	X

**5. ANNEXES**

**Forms**

- 1 PRICE SCHEDULE AND ESTIMATION FORM (see file named "AO 10352 Price schedule" on the same internet page as these Specifications)
  
- 2A FINANCIAL IDENTIFICATION FORM
- 2B LEGAL ENTITY FORM
- 2C AGREEMENT /POWER OF ATTORNEY, MODEL 1 AND MODEL 2
- 2D FINANCIAL GUARANTEE MODEL
  
- 3 FORM FOR IDENTIFICATION OF THE TENDERER
- 4 QUESTIONNAIRE FOR JOINT BIDS AND SUBCONTRACTING
- 5 LIST OF DOCUMENTS
- 6 DECLARATION ON THE GROUNDS FOR EXCLUSION
- 7 TECHNICAL QUESTIONNAIRE REGARDING THE SELECTION CRITERIA
- 8 QUESTIONNAIRE REGARDING THE AWARD CRITERIA

**Technical annexes**

These annexes are available on the same internet page as these Specifications. Document "*annex list.doc*" contains the list of the technical annexes.

**5 LIST OF DOCUMENTS TO PROVIDE**

	<b>DOCUMENT</b>	<b>Annex to the specifications</b>	<b>Place in the tender</b>
<i>Section One: Administrative information and evidence for access to contract</i>			
*	<b>Duly signed cover letter</b> <i>(to be provided)</i>	---	
*	<b>Financial identification form</b> <i>(to be completed)</i>	2A	
*	<b>Legal "entity form"</b> <i>(to be completed)</i> with supporting documents as described in point 2.4 <i>(to be provided)</i> <ul style="list-style-type: none"> <li>• Proof of registration number and of VAT number</li> <li>• Documents showing that the person(s) signing the tender and designated to sign the contract are entitled to do so</li> </ul>	2B	
*	<b>Form for identification of the tenderer</b> <i>(to be completed)</i>	3	
	<b>Questionnaire for joint bids and subcontracting</b> <i>(if applicable, completed)</i>	4	
*	If it is a joint bid, a <b>declaration</b> (Agreement/Power of Attorney) signed by legal representatives of all the partners of the joint bid: <ul style="list-style-type: none"> <li>• recognising joint and several liability for all the partners of the joint bid for the performance of the contract,</li> <li>• giving one of the partners of the joint bid (co-ordinator) power of attorney to represent the other parties to sign and administrate the contract,</li> </ul>	2C	
*	If subcontracting is involved in the bid, a <b>letter of intent</b> by each subcontractor stating its intention to collaborate with the tenderer if the contract is awarded to him <i>(to be provided)</i>		
*	<b>This list of documents to provide</b> <i>(to be completed)</i>	5	
<i>Section Two: Documents relating to the exclusion criteria</i>			
*	<b>Declaration on grounds for exclusion</b> <i>(to be completed in)</i> with the following supporting documents <i>(to be provided)</i> : <ul style="list-style-type: none"> <li>• a recent extract from the 'judicial record' or equivalent</li> <li>• a recent certificate of having fulfilled obligations relating to the payment of social security contributions or equivalent</li> <li>• a recent certificate of having fulfilled obligations relating to the payment of taxes or equivalent</li> </ul>	6	

	DOCUMENT	Annex to the specifications	Place in the tender
<i>Section Three: Documents relating to the selection criteria</i>			
a) financial and economic capacity			
*	Balance sheets and profit or loss accounts for the last two financial years <i>(to be provided)</i>	---	
*	Document stating the overall turnover and the turnover relating to the services involved in this contract carried out by the tenderer over the past three years <i>(to be provided)</i>	---	
*	Evidence of professional risk indemnity insurance, indicating the covered value <i>(to be provided)</i>	---	
b) technical and professional capacity			
*	Brief description of the tenderer's economic activity relating to the submission involved in this call for tender <i>(to be provided)</i>	---	
*	Technical questionnaire <i>(to be provided)</i>	7	
<i>Section Four: Documents relating to the technical award criteria</i>			
*	Questionnaire regarding the award criteria <i>(to be completed)</i>	8	
<i>Section Five: Documents relating to the financial award criteria</i>			
*	Price schedule duly completed and signed <i>(to be completed)</i>	1	
*	Estimation form duly completed and signed <i>(to be completed)</i>	1	