



Publications Office

Directorate Resources
Calls for tenders and Contracts Unit

01-12-2011

Luxembourg,
Opoce.r.2 (2011) n° 1406488 sauv / ARES
Ref.: LF - AO 10352 - Clarification 5 - 1406488.doc

E-MAIL

Subject: Invitation To Tender n° 10352
"PROCESSING OF NOTICES FOR PUBLICATION IN THE OJ S"
Additional information n° 5 (Ref. 1218221, 1244851 and 1240676)

Dear Madam, Sir,

Please note the following information.

In point 4.9.3.2 of the specifications:
instead of:
"Quality of control, sampling method"
please read:
"Quality control, sampling method".

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

Q1 *In annex TS02e "Assistance to the awarding authorities" the largest number of received calls concerns the reason "Other". To enable us to define the required resource profiles for the call centre could you provide us with more information on this kind of calls?*

A1 We are not able to provide further information on this point. Contracting entities mainly wish to be informed about their notices or the stage of the publication workflow they are at. "Other" could encompass requests from contracting entities such as *"Do I have to publish this in the OJ S?"* or *"What is the procedure to follow if there is no standard form?"* or *"How do I estimate the cost of my purchase?"* Please note that these questions were directly asked to the TED unit by the contracting entities and we do not know whether they were also actually asked to the call centre. Please also note that when the call centre agents are not able to answer a question, they will have to contact the TED unit.



Q2 *We intend to include subcontractors in our offer; the service of each of these subcontractors will represent less than 20%.*

1: does each of the subcontractors have to fill in annex 7?

2: Is it sufficient if only the tenderer will fill in annex 7?

A2 Ad 1: yes, with regard to the services that the subcontractor is proposed to perform (see point 3.3, Section Three, paragraph 5. of the specifications).

Ad :2: the tenderer alone will fill in annex 7 for services which he will perform himself without subcontracting them. Depending on the actual sharing of the tasks proposed in the offer, it is possible that one or more subcontractors and/or the tenderer will have to fill in annex 7 regarding a particular service.

Q3 *We would like to receive a representative set of sample (input) data for lot 1. Could you please provide us with such a set of data ("Request for Preparation" message) for each price/invoice code included in the price schedule of lot 1?*

A3 RfP messages are specified in Technical Annex TS12. The identification of the price code has to be done by the contractor (cf. Technical Annex TS06, task 2 "Prior reading (analysis of the document)", sub-task "Determination of the type of document" et al.).

Q4 *Questionnaire for joint bids and subcontracting. Should we include the "Questionnaire for joint bids and subcontracting" (1 copy for each subcontractor) in the "documents common to both lots" or in the separate file concerning the relevant lot?*

A4 Documents regarding economic and financial capacity are common to both lots; this includes the documents mentioned in point 3.3 paragraph 4. of the specifications.

Documents regarding the professional and technical capacity are to be submitted separately by lots; these include the documents mentioned in point 3.3 paragraph 5. of the specifications.

Q5 *2.6.1.1. (p. 16/93) "Documents to provide concerning the financial and economic capacity": have the documents in the list to be provided for each subcontractor regardless of the percentage that is foreseen to be subcontracted to this subcontractor or only if this percentage is greater than or equal to 20%?*

A5 Please refer to point 3.3, paragraph 4 of the specifications.

Q6 *2.6.2.1. (p. 16/93) "Documents to provide concerning the technical and professional capacity of the tenderer": Could you confirm that should we present an offer involving one or more subcontractors, this "global" presentation may not exceed five pages?*

- A6 We confirm that the "*short description of the tenderer's economic activity*" must not exceed five pages and has to relate to the kind of services involved in this call for tender. We also confirm that should a bid be submitted by a consortium or involve subcontracting, this bid may only include one such brief description and the page limit remains 5 pages.
- Q7 *On page 37/93, point 4.2 second paragraph it is written that the contractor will be informed sufficiently in advance. What period of time shall be available to the contractor between the receipt of the modified elements of the tender documents and the introduction of the changes into the production?*
- A7 The period of time will depend on the nature of the changes to the production process. It will be specified at the latest when the modified elements are sent to the contractor.
- Q8 *The take-over phase (see page 38/93) is planned to last nine months. The minimum foreseen duration of the shadowing period is one month. What are the foreseen durations of the set-up and trial phases?*
- A8 It is up to the tenderers to include their planning for the take-over in the document to be provided as their answer(s) to award criterion 7 for Lot 1 and award criterion 6 for Lot 2.
- Q9 *Point 4.3 of the specifications "OJ S Production system" (p. 45/93). In the fifth paragraph you mention a viewer. Could you provide us with more details on this viewer in order to enable us to evaluate its impact on the contractor's production system?*
- A9 The notice viewer application, xml_viewer, is a stand-alone java application that converts OJS-documents to html- or pdf-format, or converts all xml-files (extension: .xml) of a folder to one of the above-mentioned formats. "OJS-document" means: the input file must be an xml-file compliant with the following XML schemas:
- OTH_NOT and EEIG
 - One of the 15 Simap-XSDs — Version 2.0.7.S02E01, 2.0.7.S03E01, or 2.0.7.S03I01
- The program is run by calling either the script:
notice-viewer.sh <parameters>
on a Unix environment or
notice-viewer.bat <parameters>
on a Windows environment.
- Descriptions of the different parameters:**
- u,--utf8** <arg> parameter specifying if the xml-input file character set is validated to be in the UTF-8 character set. Possible argument values are 'y' (yes) and 'n' (no). Default value is 'y'.
- L,--lang** <arg> Output Language. This is the language to be displayed (especially for documents containing a multilingual part. If there is a

document containing a multilingual part and no language 'arg' is given, the first original language will be taken by default.

-c,--cover <arg> to display cover-information at the beginning of the document. Possible values are 'y' (yes) and 'n' (no). Default value is 'y'. The cover can only be generated for INTERNAL OJS (2.0.7.S03I01) documents. For other documents, the option will be ignored and no cover will be generated.

-d,--xmldirectory <arg> xml-input files directory path. All xml files in this folder will be processed.

-h,--help Print the help for this application

-i,--xmlfile <arg> name of the xml-input file (is mandatory if one document only has to be converted)

-o,--outputfile <arg> name of the PDF/Html output file

-t,--optype <arg> Output type. Possible values are 'html' and 'pdf'.

-x,--ext <arg> Generate the expanded view. Even empty chapters will be displayed. Possible values are 'y' (yes) and 'n' (no). Default value is 'y'. The compact view can only be generated for the 'html' output format. PDF output format will always be generated in expanded view.

-f,--ftmvalsummary <arg> Generate the FMTVAL summary (y/n) (default:no).

Parts of the generated output can be marked in red. These parts will not be published and are simply displayed for information.

Q10 *Point 4.6 of the specifications "Foreseeable changes" (p. 47/93).*

In the second paragraph, a four-week period is foreseen for the contractor to prepare for the introduction of new document types into the production. Does this period also include the technical installation in our production system? We understand this four-week period as dedicated to training and production organisation in order to deal with a different configuration. Is our understanding correct?

A10 The four-week period will start when the contractor receives the complete information on the new types of documents. At the end of the four-week period the contractor will be able to process the new types of documents as well as the previously existing types.

Q11 *Point 4.9.3.2 of the specifications "Quality control" states that the Publications Office proceeds to these controls.*

Technical Annex TS14 (3, Monthly analysis) mentions that both sides (the Publications Office and the contractor) proceed to these controls. Could you clarify this point?

If the second proposal is correct, could you clarify how the contractor will be able to invoice this task?

A11 The contractor will have to organise its own internal quality control the description of which will be included in the document that tenderers have to provide as their answer(s) to award criterion 3 for Lots 1 & 2.

The costs of the quality control are included in the prices of the notices and may not be invoiced separately. With the exception of specific requests from the Publications Office (see Article I.4.2 of the draft contract) only the

price posts that appear in the price schedule may be invoiced in relation with the execution of the contract.

Q12 *DEVCO forms (p. 6/93).
Is it possible to see these forms?*

A12 Tenderers will find example of these forms in Technical Annex TS13.c.

Q13 *Notices to be partially translated.
We found three possible origins:*

<i>Annex 1 to the specifications</i>	<i>These are mainly notices coming from DEVCO</i>
<i>Technical Annex TS13c</i>	<i>In this example the notice is translated into EN and DE (in addition to FR original language). This is neither a corrigendum nor a supplementary information nor a procedure cancellation</i>
<i>Technical Annex TS08</i>	<i>Describes partially translated notices as corrigenda, supplementary information, cancellation...</i>


Q13.1 *Is our understanding correct that partially translated notices are notices which are only translated into certain languages?*

A13.1 No, your understanding is not correct. Partially translated notices have only certain parts that will be translated. However the translation will be made into all official languages apart from the original language.

Q13.2 *Do these partially translated notices concern only modifications, additions of information, cancellations and corrigenda?*

A13.2 No, as mentioned in Technical Annexe TS08 other type of documents may also be translated partially, for example DEVCO notices.

Yours faithfully,


Maria Manuela CRUZ
Head of Unit