Publications Office

Resources Directorate
Calls for Tender & Contracts Unit

Luxembourg, 13 AVR. 2012
op.r.2 (2012) save No. 481 874 / ARES
Ref.: AB - AO 10461 - Additional information No. 1

Subject: **Invitation to Tender No. 10461**
"Conversion of publications from PDF to e-book (EPUB format)"
Additional information No. 1

Ref: Requests for additional information [ARES: 430 475, 437 778, 492 652, 442 701, 495 831]

Dear Madam/Sir,

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

Q1 *Would it be possible to have as a test PDF not only the English version but all the other language versions at your disposal, or another multi-language publication that you are supposed to convert in EPUB?*

Do you have a standard for the PDF for printing? That is, do you know what materials (kinds of PDFs) you will send to the contractors? Is there a quality standard you required from the contractors that produced the books?

Are you able to inform us how old the PDFs are? That is, the oldest PDF you could send is dated ...?

A1 The publications to be converted into EPUB format will be selected from the archive available on EU Bookshop (http://bookshop.europa.eu).

The publication "Understanding enlargement" can be downloaded in French and German versions in EU Bookshop under the following link:

http://bookshop.europa.eu/en/understanding-enlargement-pbNI3011093/

The PDF files to be provided to the contractor will be press-optimised PDF files containing the text captured as text and not as a scanned image.

The majority of selected publications will not date from before 2003. Since then, the native PDF files have been generated using the technologies available at that time.

Q2 Can the Publications Office provide a set of representative samples for this project? Ideally, the sample set will contain 12–24 samples and include examples of other linguistic translations.

A2 See answer A1.

Q3 Is it possible to take a subcontractor who is located in a country that did not sign the Government Procurement Agreement (GPA)?

A3 Yes, it is possible.

Q4 ***a)*** *Do you know what kinds of publications will be fixed and which of them will be floating e-pub? Do you have any examples?*

b) *For tables, do you always request a total integration in the e-pub or do you want to convert them in an image and add a link to a website? (This question is in relation with different sizes of the devices screens: it is not always possible to see big tables correctly).*

c) *Do you have a preference for a font to be used, or will the font change for each publication?*

d) *Do you know the source of your PDF files (contractors or in-house production)? What are they made with (distiller, free PDF converter or are they professionally made)?*

e) *Do you have a total amount of input that for you composes a page (page with image, page with tables, or will the pages be counted on the basis of a PDF?*

f) *Is there a method to use text in the border, schedule? Are you thinking of assigning rules for every publication or is it up to the contractor to give a style to the EPUB?*

A4 **a)** Publications with a very complex layout like magazines or comics will be more suitable for a fixed layout.

b) Please see point 3.2.10 'Tables' of Technical Annex 1: e-Book Technical Requirements.

c) Please see point 3.2.3 'Fonts' of Technical Annex 1: e-Book Technical Requirements.

d) For all available information on PDF files, please see answer A1.

e) Please see "Explanatory notes on the price schedule and calculation of estimates" on page 34 of the Specifications.

f) As specified in point 4.2.1 of the Specifications: "The e-Book Technical Requirements (Technical Annex 1) describe the general conversion guidelines to be respected to carry out the conversion of the PDF files into the EPUB files."

Q5 *Technical questionnaire regarding the selection criteria, Annex 8, PARF, page 55/60, Annex b): EPUB file.*
Is it sufficient to indicate the link to the e-book or must the EPUB file be annexed on CD-ROM?

A5 Yes, it is sufficient to indicate the link to the e-book if it is publicly available.

Yours faithfully,

Maria Manuela Cruz
Head of Unit