

Resources Directorate

Calls for Tender & Contracts Unit

2 5 AVR. 2012

Luxembourg,

op.r.2 (2012) save No. 596 739 / ARES

Ref.: AB - AO 10461 - Additional information No. 4

Subject:

Invitation to Tender No. 10461

"Conversion of publications from PDF to e-book (EPUB

format)"

Additional information No. 4

Ref:

Requests for additional information [ARES: 505 935, 512 210]

Dear Madam/Sir,

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

- Q1 When validating, do we have to account the elements from both the original document (PDF) and the EPUB? If so, the results from both archives need to match?
- A1 The elements from the original document (PDF) and the EPUB have to be taken into account, consequently the results from both archives need to match.
- Q2 In Technical Annex 2, point 2.1 we can read:
 - a) "Structural validation and conformity with original input files (via tools to be present in the Contractors' production workflow)".

What do you mean by "structural"? What do you refer to with structure?

b) "Validation of naming convention" Could you explain what it means?

- A2 a) "Structural" refers to the organisation, order and hierarchical relationship of the elements that compose the content in the original input file.
 - b) The contractor must follow a consistent naming convention for all the files that compose the EPUB, which must be validated.

 In addition, according to point 2.2 File names of the Technical Annex 1 'e-Book Technical Requirements': "The catalogue number must be the file name of the EPUB file."
- Q3 The Specifications, page 58, Annex 9 to the Specifications, Information relating to the award criteria (3)

"Measures that will be implemented to ensure the respect of the deadlines:

- Return of signed order forms,
- Production deadlines."

The question is if the expected answer for both items is oriented to assure quality about the administrative process with the orders (workflow with Specific contracts) more than technical process, so previous item on page 57 (Information relating to the award criteria (2)) is about Quality assurance plan.

A3 The tenderers must describe any measures that will be implemented to ensure the respect of the deadlines regarding administrative and technical issues.

Yours faithfully,

Hanc Tamele CT Maria Manuela Cruz Head of Unit