Publications Office

Resources Directorate
Calls for Tender & Contracts Unit

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Ref.: AB - AO 10461 - Additional information No. 5

FAX and E-MAIL

Subject: **Invitation to Tender No. 10461**
"Conversion of publications from PDF to e-book (EPUB format)"
Additional information No. 5

Ref: Requests for additional information [ARES: 514 468, 516 301]

Dear Madam/Sir,

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

Q1 *With regards to PARFs the tenderers are requested to provide the EPUB link (if it is publicly available online) or to provide EPUB files, if they are not publicly available.*

Can we deliver these documents on the same CD-ROM as the one used to deliver the capacity test or should it be delivered on another CD-ROM?

A1 All the EPUB files can be delivered on the same CD-ROM or similar medium. Please note that the financial offer shall be provided on the separate CD-ROM or similar medium.

Q2 *With regards to PARFs the tenderers are requested to provide examples of EPUB files. For some of our projects we are bound by confidentiality clauses according to which we are not allowed to disclose the elements of products made for our clients. Is it a ground for refusal of our offer if we are not able to provide an example of EPUB file together wit the PARF?*

A2 Incomplete PARFs (i.e. without EPUB file) will be rejected.

The tenderers are reminded that in point 1.9 of the Specifications Publications Office guarantees confidential treatment of the submitted offers.

Q3 *In reference to answer A6 of Clarification 3 concerning respecting the rules of the interinstitutional style guide for lists we have doubts about the tasks to be carried out on the level of content. As we understand the interinstitutional style guide should be respected with regard to the official publications of the EU. The PDFs that we are going to receive normally follow these rules because they are produced according to these constraints. Our responsibility within the EPUB production would be to retranscribe the content respecting the original particularly in the case of the list symbols. Is our understanding correct?*

A3 The Contractor must convert the publication from PDF into EPUB format respecting its original content.

Q4 *Could you confirm that the 'proofreading' regarding the rules of the interinstitutional style guide is out of the scope of the project and that we do not have to modify the content of PDFs to be converted?*

A4 Proofreading activities are out of the scope of this contract.

Q5 *In Technical Annex 1 'e-Book Technical Requirements', point 3.1.1 says that the copyright page must be present on the TOC.*
There are 3 pages (Technical Annex 3 'Understanding enlargement') in the capacity test which might meet these requirements:

- *page 4 (pagenum 2) contains information about the copyright;*
- *page 21 contains the ISBN and the DOI which should be part of the copyright page;*
- *page 24 (last page) contains information which might meet the requirements too.*

Which of these pages should be considered as the "Copyright page" and linked to the TOC?

If the Copyright page is not page 4, should the information about ISBN, DOI and catalogue number be added to another page?

Should parts or all of the three pages be merged in an all-embracing "Copyright page"?

A5 According to the point 3.1.5 Copyright page of Technical Annex 1: e-Book Technical Requirements: "Only one copyright page will be present on the EPUB file."

Content related to copyright and cataloguing must be placed on that unique copyright page. Superfluous mentions with regard to the print version must be removed.

According to the point 2.4.2.1 ISBN of the Technical Annex 1: e-Book Technical Requirements: "The EPUB files must include as part of the copyright page both ISBNs from the paper version (if existing) and the EPUB version".

According to the point 2.4.2.3 DOI of the Technical Annex 1: e-Book Technical Requirements: "The EPUB files must include as part of the copyright page only the DOI of the EPUB file, which is different from the print version.".

According to the point 2.4.2.4 Catalogue number of the Technical Annex 1: e-Book Technical Requirements: "The catalogue number must be displayed at the end of the e-book, immediately before the logo of the Publications Office, left aligned."

Yours faithfully,

Maria Manuela Cruz
Head of Unit