Publications Office

Resources Directorate
Calls for Tender & Contracts Unit

Luxembourg, 30 AVR. 2012
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Ref.: AB - AO 10461 - Additional information No. 6

Subject: **Invitation to Tender No. 10461**
"Conversion of publications from PDF to e-book (EPUB format)"
Additional information No. 6

Ref: Requests for additional information [ARES: 610 849, 523 869, 524 324, 524 762, 615 248]

Dear Madam/Sir,

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

Q1 *Are the volumes indicated in the 'Estimation form' referring to:*

a) one year production?
b) four year production?
c) other?

A1 The production volumes indicated in the Estimation form are for the whole duration of the contract (4 years).

Q2 *We have recognized that the PDF "Understanding Enlargement" was produced in InDesign. Is it possible to get InDesign documents of publications?*

A2 Please see the answer No. 1 of the Additional information No. 2.

Q3 *To create a template of the publication, it would be desirable to have the publication either in German or English. Is there any publication, a German or EN version? If it is so, can we get this provided?*

A3 Please see the answer No. 1 of the Additional information No. 1. Additionally, the publication 'Understanding enlargement' in English is available as Technical Annex 3 of the Specifications.

Q4 *In "AO 10461 Technical Annex 1: e-Book Technical Requirements" is a reference (point 4) on possible fixed layout EPUBs, but without more information.*
In "AO 10461 Technical Annex 2: e-Book Quality Validations" is a reference on possible fixed layout EPUBs, but without more information.
We need more information about "fixed layout EPUB".

A4 The Publications Office is using the term "fixed layout EPUB" in concordance with the usage of the term in the publishing industry.

Q5 *What does it mean: Correct rendering of "text to speech"? We need more information or sample texts on the subject.*

A5 As part of the manual quality controls to be performed, the contractor must validate that the EPUB file has been created in compliance with the EPUB standard (http://idpf.org/epub) and therefore the "text to speech" functionality works properly on the devices that provide this feature.

Q6 *To provide a quality control to all necessary languages, we would like to cooperate with other companies.*
Is it possible to cooperate with other companies, for example with interpreter agencies?

A6 Please see point 3 'Joint bid and subcontracting and freelancing' of the Specifications.

Q7 *Must be the official documents like "certificate of registration" translated into English?*

A7 No, as stated in point 3 of the Invitation letter: "Tenders must be sent in triplicate in recto-verso if possible, in one of the official languages of the European Union".

Q8 *On page 32 of the tender specifications, point 4.9: Key Performance Indicators, a target of 100% is defined as KPI for all deliveries.*
How many digits will you consider to round the actual number obtained? For example can 99.99% be considered as 100%?

A8 KPI_01 and KPI_02 refer to the number of deliverables. KPI_01 and KPI_02 are accomplished if all deliverables (100%) are accepted.

Q9 *We refer to the* ***Information relating to the award criteria (4)*** *on page 59 of the Specifications "Measures that will be set up to ensure the correct implementation of publications in all the official languages of the European Union as well as in the languages of the acceding and candidate countries".*

Taking into consideration that "the contractor must convert the publication from PDF into EPUB format respecting its original content" and that "proofreading activities are out of scope of this contract" it looks like the quality of the output (content and layout wise) is not really dependent from

language specificities (by meaning e.g. ***converting Croatian content requires different measures than converting English content).***

Therefore is not clear to us what the Publications Office expects as detailed in this part of the offer. Could you please clarify?

A9 The tenderer must describe the measures that will be set up in the conversion of the original PDF file into the EPUB deliverable, in order to ensure the correct display of the content in all the official languages of the European Union as well as in the languages of the acceding and candidate countries.

Yours faithfully,

p.o.

Maria Manuela Cruz
Head of Unit