



Publications Office

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Resources Directorate
Calls for Tender & Contracts

Luxembourg, 11 December 2008

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FILE NOTE

Subject: CFT 10017 CORDIS and Cft 10186 Production and dissemination of the OJS: Prior information meeting

The above mentioned meeting took place on Thursday 4 December 2008 from 10.00 to 13.00 in room M1 of the Jean Monnet building of the European Commission in Luxembourg (Rue Alcide de Gasperi, L-2720 Luxembourg).

The list of the companies and their representatives who participated in this meeting is attached in Annex 1.

After a short introduction given by Mr Yves Steinitz, Director of Directorate A "OJ and Access to Law", the meeting continued as follows:

- General presentation of procedures for calls for tender by Ms Zsuzsanna Kovács;
- Presentation of the call for tenders 10017 by Mr Philippe Lebaube;
- Presentation of the call for tenders 10186 by Mr António Reis;
- Question and answer session.

The supporting Powerpoint presentation, which was distributed to the participants before the meeting, is attached in Annex 1.

The questions raised by the representatives of the companies and the answers given by the representatives of the Publications Office are attached in Annex 2.



Ludovic Foigne

Annexes: Annex 1: slides of the presentations
 Annex 2: questions and answers

Copies:

Calls for Tenders (CfT)

**n° 10017: CORDIS – COmmunity Research and Development
Information Service**

&

**n° 10186: Production and dissemination of the Supplement to the
Official Journal of the European Union: TED website, OJS DVD-Rom
and related offline and online media**

Prior Information session

4 December 2008



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Contents of the presentation

- **Public procurement at the Publications Office** (on the example of an open procedure),
presentation of the administrative side of the procedure:
Zsuzsanna KOVÁCS
Calls for Tenders and Contracts Unit of the Publications Office
- **Subject of Invitation to Tender No 10017**,
presentation of the subject of the procedure:
Mr Philippe LEBAUBE
Head of the CORDIS Unit of the Publications Office
- **Subject of Invitation to Tender No 10186**,
presentation of the subject of the procedure:
Mr António REIS
Head of the TED Unit of the Publications Office



FIRST PART:

Public procurement at the Publications Office (on the example of an open procedure)



Contents of the FIRST part of the presentation

- What is the Publications Office?
- What are the aims / subjects of these procedures?
- What are the main steps of an open (i.e. general) procedure?
- What are the elements of our tender documentation? (Invitation letter, Specifications and Draft contract)
- What are the criteria? => What is the requested structure and content of the tenders (in the case of single tenders, joint bids and subcontracting)?
- What are ‘clarifications’?
- What kinds of contact are permitted between the parties during the procurement procedure?



A few words about the Publications Office (P.O.)

(http://publications.europa.eu/index_en.htm)

■ Mission of the P.O.:

The publishing house of the institutions, agencies and other bodies of the EU, responsible for producing and disseminating EU publications on all media and by all mean;

it has a duty to offer the highest quality service to its clients and to its public and

has the legal obligation of publishing the Official Journal of the European Union and the General report on the Activities of the European Union

■ Organisation of the P.O.: it is

Managed by a Management Committee in which each institution is represented by its Secretary-General and

Administratively attached to the European Commission



Aim of these procedures, SUBJECTS

- **CfT 10017 CORDIS:** consists of 5 lots:

LOTS	Nature of the CTs	Exclusive from
LOT A – CORDIS – Project Management Services	Multiple framework contract "in cascade"	Lots B, C, D and E
LOT B – CORDIS – Editorial and publishing services	Multiple framework contract "in cascade"	Lot A
LOT C – Provision of new digital information services	Competitive multiple framework contract	Lots A and D
LOT D – CORDIS – Dissemination services	Hybrid direct contract	Lots A, C and E
LOT E – CORDIS Development and Maintenance of Core Services	Multiple framework contract "in cascade"	Lots A and D

- **CfT 10186 TED:** to conclude a hybrid direct service contract for the production and dissemination of the Supplement to the Official Journal of the EU



Provisional PLANNING of the procedures

	CfT 10017 CORDIS	CfT 10186 TED
Publication of the Contract notice	12 December 2008	3 January 2009
Information session	25 February 2009 (to be confirmed)	Not applicable
Deadline for submission of the offers	16 March 2009	26 February 2009
Signature of the Contracts at the latest	1 June 2009	11 May 2009
Beginning of the start-up and take-over period	28 July 2009*	16 June 2009
Effectif start of the new Contracts	28 January 2010	16 December 2009

*: For LOT C, no take-over and start-up period is foreseen and specific calls for tenders with reopening of competition could be launched from beginning of June 2009

Note for LOTS B and D: 1 month parallel running before effective start of the Contracts



Estimated amounts of the Contracts

- **CfT 10017 CORDIS: EUR 30 million** for the maximum duration of the Contracts: 4 years + a 6-month start-up period (for LOTS A, B, D and E)

Breakdown by lot:

LOT A: EUR 6.5 million

LOT B: EUR 11.0 million

LOT C: EUR 3.9 million

LOT D: EUR 4.8 million

LOT E: EUR 3.8 million

- **CfT 10186 TED: EUR 5.0 million** for the maximum duration of the Contract: 4 years + a 6-month start-up period



Main steps of an OPEN procedure

(1/2)

■ Preparation of the **tender documents**

1. Invitation letter
2. Draft Contract
3. Tender Specifications

■ Publication of the **Contract Notice** on the TED (Tenders Electronic Daily) website: <http://ted.europa.eu>

■ **Reception of requests for participating** in the tendering procedure and **dispatch** of the tender documents to all interested tenderers; all documents will also be available on the **Publications Office's** website: http://publications.europa.eu/tenders/our/index_en.htm

■ Reception of and reply to all requests for additional information ('**clarifications**') concerning the tender documents (s. slide 25)



Main steps of an OPEN procedure

(2/2)

- Reception of the **tenders**
- **Opening session** of the tenders; open procedure => the opening session is public
- **Evaluation** of the tenders
- **Award decision** signed by the Authorising Officer
- **Notification to the tenderers** of the outcome of the procedure
- 14 days of **standstill**
- **Signature** of the contract(s)
- Publication of the **Award notice** on the TED website



Documents of the Call for Tenders:

1. Invitation letter: Content

(1/2)

■ Rules on **how to lodge and present the tender**

- Closing date and time for submission of the tenders
- Address to which the tenders must be sent
- Features of the submission and of the tender (s. next slide)

■ Submission of the tender implies **acceptance of all the terms and conditions** set out in the tender documents **and binds the tenderer**

■ Requested **length of validity** of the tender

■ Provisions concerning **contacts** between contracting authority and tenderer (s. slide 26)

■ Information session(s) (if applicable)

■ **If subcontracting** is included => **mediation** is recommended as a method of dispute resolution in the contractual arrangements

■ Rules on **personal data protection**



Documents of the Call for Tenders:

1. Invitation letter: Submission of tenders (2/2)

- **Before the final deadline**, the tender being **duly signed and perfectly legible** and **using the model reply forms** if requested
- **Inside two envelopes**, both being sealed, the inner envelope bearing the wording: INVITATION TO TENDER – Not to be opened by the post service / APPEL D'OFFRES – A ne pas ouvrir par le service du courrier
- The inner envelope containing **two sealed envelopes**, one with the technical, the other with the financial bid
- In **triplicate**, printed in **recto-verso** if possible; CDs/DVDs in triplicate as well
- In **one of the official languages** of the EU
- With **prices quoted in euros** and **without any amendments** to the price schedule, each page of which must bear the name of the tenderer and the signature of its duly authorised representative



Documents of the Call for Tenders:

2. Specifications: Content

1. **Preliminary information** concerning the CfT: summary of all important information concerning the procedure
2. **The tender and the evaluation:** all the information that the tenderer has to provide in his bid and how the tenders will be evaluated (criteria – s. slides 17-20)
3. **Joint bid and subcontracting:** all the information that the tenderers have to include in their bid in these cases and how the tenders will be evaluated (s. slides 21-24)
4. **Technical specifications:** detailed technical description of the subject of the CfT
5. **Annexes:** Price Schedule (PS) and Specimen Quotation (SQ) and all other administrative and technical annexes – the PS, SQ and some admin. annexes will also be provided on a CD-ROM attached to the paper documents; the tenderers are asked to send back the duly signed and dated **printed version** of the PS and SQ, **together with the burned CD** containing the completed worksheets – in case of discrepancy, the printed version takes priority

CfT 10017 CORDIS: in addition to the general part (Volume I), lot-specific parts (Volume II) for each one of the five (5) lots.



Documents of the Call for Tenders:

3. Draft contract

(1/2)

Types of a Contract:

- On the basis of the **subject of the contract** (= CT here-after): service contracts, supply contracts, building contracts or work contracts
- If the exact quantity is decided in advance: **direct contract**,
- Otherwise: framework contract :
 - single framework contract
 - multiple framework contract:
 - multiple framework contract “in cascade” or “cascading” multiple framework contract (e.g. CfT 10017 Lots A, B and E)
 - multiple framework contract “à façon ”
 - competitive multiple framework contract (e.g. CfT 10017 Lot C)
- ‘hybrid’ direct contract (combination of the two, e.g. CfT 10186 and CfT 10017 Lot D)



Documents of the Call for Tenders:

3. Draft contract

(2/2)

■ **Two main parts:** Special conditions and General conditions

■ **Main contractual information:**

- Subject, lots
- Duration, renewal
- Price revision
- Implementation of the contract through Order forms and/or Specific contracts (if applicable)
- Terms of the payment (pre-financing if applicable, interim payment and payment of the balance)
- Invoicing: what documents are required
- Bank account number, contact persons
- Applicable law and settlement of disputes
- Data protection
- Liquidated damages (former penalties)
- Guarantees etc.



Documents of the Call for Tenders:

2. Specifications: Criteria – Requested structure and content of the bid: single tender and joint bids & subcontracting (1/9)

- Section ONE: Administrative information
- Section TWO: Exclusion criteria
- Section THREE: Selection criteria
- Section FOUR: Award criteria – Technical bid
- Section FIVE: Award criteria – Financial bid



Documents of the Call for Tenders:

2. Specifications: Criteria – Requested structure and content of the tender (2/9)

■ Section ONE: Administrative information: identification of the tenderer

- Cover letter
- Form for identification of the tenderer (attached in the Annexes)
- Financial identification form (attached in the Annexes)
- Legal entity form (attached in the Annexes), together with the supporting documents

■ Section TWO: EXCLUSION criteria

- Declaration on grounds for exclusion (attached in the Annexes), together with the following supporting documents:
 - a recent extract from the ‘judicial record’ or equivalent
 - a recent certificate of paying the social security contributions or equivalent
 - a recent certificate of paying taxes or equivalent
- Where no such certificates are issued => they may be replaced



Documents of the Call for Tenders:

2. Specifications: Criteria – Requested structure and content of the tender (3/9)

■ Section THREE: SELECTION criteria

To assess if the tenderer has the CAPACITY and resources necessary for the performance of the contract (minimum thresholds)

- **Economic and financial capacity:** evaluated on the basis of the tenderer's
 - Balance sheets and profit-or-loss accounts for the past three years
 - Overall turnover and the turnover relating to the subject of the CfT carried out over the past three years
 - Evidence of professional risk indemnity insurance
- **Technical and professional capacity** (know-how, efficiency, competence, experience and reliability etc.): evaluated on the basis of:
 - A technical questionnaire or/and
 - Curriculum Vitae, Project/Activity Reference Forms etc...as specified in the tender documents.



Documents of the Call for Tenders:

2. Specifications: Criteria – Requested structure and content of the tender (4/9)

■ Section FOUR: AWARD criteria – Technical bid

To assess the QUALITY of the tenderer's OFFER in relation to the subject of the CfT, based on the criteria announced in the specifications (in general, on a scale of 100 points).

The replies to the selection criteria will no longer be considered; the bid as such is evaluated, without any further background information on the tenderer.

All offers with at least half the points for each criterion and a total score defined in the tender documents (in general: 65%) will advance to the last stage of the procedure.



Documents of the Call for Tenders:

2. Specifications: Criteria – Requested structure and content of the tender (5/9)

■ Section FIVE: AWARD criteria – Financial bid, FINAL evaluation

The financial comparison of the bids is based on their Specimen Quotation. In order to identify the economically most advantageous tender, the weighting of the quality will be 50% and that of the price 50%:

$$R = \left(50 \times \frac{Q}{Q_{max}} \right) + \left(50 \times \frac{P_{min}}{P} \right)$$

R: value for money, Q: quality score of the bid in question, P: total final amount of the Specimen Quotation of the bid in question, Q_{max}: quality score of the bid obtaining the highest quality mark in the lot/in the procedure; P_{min}: total final amount of the Specimen Quotation of the lowest bid of the lot/of the procedure

LOT C of CfT 10017 CORDIS will be awarded to the five (5) tenderers, while LOTS A, B and E to the three (3) tenderers who have submitted the tender with the highest result by applying the above formula;

LOT D of CfT 10017 and CfT 10186 will be awarded to THE tenderer who has submitted the tender with the highest result.



Documents of the Call for Tenders: 2. Specifications: Criteria

– Requested structure and content of the tender: Joint bids & subcontracting – JOINT BIDS

(6/9)

Documents to submit and how they will be evaluated:

■ Section **ONE: Administrative information**

- Declaration based on the model of Power of Attorney (attached in the Annexes)
- If the consortium is set up => information & documentation on that
- Questionnaire for joint bids and subcontracting (attached in the Annexes): signed by a legal representative of the co-ordinator
- Form for identification of the tenderer: for each partner
- Legal entity form with the supporting documents: for each partner
- Financial identification form: only for the co-ordinator

■ Section **TWO: EXCLUSION criteria**

- Declaration on grounds for exclusion together with the supporting documents, for each partner
- Assessed in relation to each partner individually



Documents of the Call for Tenders: 2. Specifications: Criteria

– Requested structure and content of the tender: Joint bids & subcontracting – JOINT BIDS

(7/9)

Documents to submit and how they will be evaluated:

■ Section **THREE: SELECTION** criteria

● **Economic and financial capacity:**

- Each of the parties must provide the requested documents (s. slide 18)
- Assessed in relation to each partner individually, but if a fixed level is set => a consolidated assessment shall be made

● **Technical and professional capacity:**

- To be completed only once for all partners, but indicating the source of the capacities
- Assessed in relation to the group as a whole

■ Sections **FOUR & FIVE: AWARD** criteria

- To be provided once by the co-ordinator
- Assessed in relation to the tender as a whole



Documents of the Call for Tenders: 2. Specifications: Criteria – Requested structure and content of the tender: Joint bids & subcontracting – SUBCONTRACTING (8/9)

Documents to submit and how they will be evaluated:

■ Section ONE: Administrative information

- Questionnaire for joint bids and subcontracting (attached in the Annexes): signed by a legal representative of the tenderer; one page for each subcontractor, indicating which resources
- Letter of intent signed by each subcontractor, indicating which resources he places at the disposal
- Form for identification of the tenderer: for the tenderer
- Legal entity form with the supporting documents: for the tenderer
- Financial identification form: for the tenderer

■ Section TWO: EXCLUSION criteria

- Declaration on grounds for exclusion: for the tenderer and the subcontractor as well
- The supporting documents of the declaration: for the tenderer and if the value of the subcontr. is = or > 20% of the value of the CT => the subcontr. has to provide them
- However, the Publications Office reserves the right to request those docs at any time
- Assessed in relation to the tenderer and subcontractor individually



Documents of the Call for Tenders: 2. Specifications: Criteria – Requested structure and content of the tender: Joint bids & subcontracting – SUBCONTRACTING (9/9)

Documents to submit and how they will be evaluated:

■ Section **THREE: SELECTION** criteria

● Economic and financial capacity:

- If = or > 20% => the subcontractor has to provide the requested documents (s. slide 18)
- However, if the tenderer relies on the capacities of the subcontr.=> the docs will be requested &
- The Publications Office reserves the right in any case to request those docs at any time
- Assessed in relation to the tenderer and each subcontractor individually if considered necessary (role and volume), but if a fixed level is set => a consolidated assessment shall be made

● Technical and professional capacity:

- To be completed once, but indicating which services the subcontractor is going to perform
- Assessed in relation to each subcontractor as regards subcontracted services; if the tenderer relies on the capacities of the subcontractor in order to fulfil the selection criteria => assessed in relation to the combined capacities as a whole

■ Sections **FOUR & FIVE: AWARD** criteria

- To be provided by the tenderer only
- Assessed in relation to the tender as a whole



Additional tender documents: *‘Clarifications’*

- Are **additional information to clarify** the content of the invitation to tender
- Can be made **at the request** of the tenderer in writing or on the own initiative of the contracting department, if there is an error, omission or inaccuracy
- Are **always sent simultaneously to all** tenderers who have requested the tender documents
- **Can be requested** up to five (5) working days before the closing date for submission of tenders at the latest



Contacts between the contracting authority (c.a.) and the tenderers: summary

■ They are **PROHIBITED** throughout the whole procedure, **save in exceptional circumstances:**

■ Before the final date for submission of tenders:

- At the written request of the tenderer: clarifications
- At the initiative of the c.a. in case of error, inaccuracy, omission or other clerical error in the text of the invitation to tender

=> Simultaneous contact with all tenderers

■ After the opening of tenders: at the initiative of the c.a.

- To ask for additional material or clarification concerning the supporting docs submitted in connection with the exclusion and selection criteria (s. slides 17 & 18) or
- If clarification is required or if an obvious clerical or calculation error in the tender needs to be corrected, provided that the terms of the tender are not modified as a result (in connection with the award criteria, s. slides 19-20).



SECOND PART:

Call for Tenders No 10017 CORDIS, presentation of the subject of the procedure



CORDIS Mandate

■ Community Research and Development Information Service

- CORDIS should always be in CAPITALS, never in lower case

■ Legal basis

- Council Decision 89/412/EEC of 20 June 1989 (OJ No. L200, 13.07.1989, p.23)
- Decision No. 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013)
- CORDIS Work programme as integral part of FP7 - Co-operation specific programme

■ CORDIS is the official source for FP7 calls for proposals



CORDIS Mission statement

■ Main aims:

- facilitate participation in European Research and technical development actions
- improve exploitation of research results with an emphasis on sectors crucial to Europe's competitiveness
- promote the dissemination of knowledge fostering the performance of enterprises
- promote the societal acceptance of new technology



CORDIS Objectives

- To provide a mechanism for publishing and cooperation in research and innovation activities, thus highlighting their value
- To enhance the exploitation of the results of EU-funded research projects
- To link the European research centres at national and regional level

The screenshot displays the CORDIS (Community Research & Development Information Service) website. The header includes the CORDIS logo and navigation links such as Home, News, Funding, Results, Themes, Go local, Look it up, Interact, and Help. A search bar is located in the top right corner. The main content area is titled 'Welcome to the CORDIS Website' and provides an overview of the service as an information space for European Research and Development (R&D) and exploitation of European R&D results. Key sections include:

- Do not miss:** Features a 'French Council Presidency Service' and several news items related to FP7 calls, funding guides, and registration facilities.
- Focus on:** Highlights the '7th Framework Programme (FP7)' and its role in funding research over the period 2007 to 2013.
- Latest news and publications:** Lists recent events and publications, including 'Alzheimer's, researchers' careers and nanotechnologies on the agenda at Competitiveness Council', 'Competitiveness Council resolves to advance the European Space Policy', and 'Saving the world's coral reef ecosystems'.
- Events:** Provides details on upcoming international conferences, workshops, seminars, and meetings.
- Researchers' Corner:** Offers links to EURAXESS-Links, EURAXESS Jobs, and Research Openings.



CORDIS Governance

■ CORDIS Service Management Board

- Purpose : to ensure the development of CORDIS services is in line with the requirements of FP7 and the research DGs.
- Chair : DG Research - Communication Unit
- Secretariat of the Board : Publications Office through CORDIS Unit.
- Members : Representatives from each Research DG and future executive agencies,
- Observers: DG Research (other representatives), Publications Office, DG DIGIT, Secretariat General, DG BUDG.
- It meets four times a year.

■ Tasks:

- to discuss and decide which recommendations are submitted by its members to the FP7 Cooperation Programme Committee for approval;
- to discuss and comment on reports submitted by the Publications Office;
- to decide on the content of the services to be offered, the addition of new services and the cessation and archiving of existing services.



CORDIS: Potted history

1990	CORDIS launched in November
1991-1993	Consolidation as an on-line R&D information site with off-line products (e.g. CD-ROM)
1994	Launch of WWW service
05/2004	CORDIS transferred to the Publications Office
2005	Migration to europa.eu
12/2006	FP7 ready, first calls published 22/12/2006



CORDIS main services (1)

■ European Union research funding

- Official source of information on the seventh framework programme (FP7) calls for proposals
 - » http://cordis.europa.eu/fp7/home_en.html
- Support for Framework Programmes (FP4 to FP7)
- Partners, projects, results, registration of experts
 - » http://cordis.europa.eu/results/home_en.html

■ Information services

- News - published daily
 - » http://cordis.europa.eu/news/home_en.html
- Acronyms
- Library

■ Web information services

- Thematic sites
 - » http://cordis.europa.eu/themes/home_en.html



CORDIS main services (2)

■ Interactive services

- My CORDIS
- CORDIS Wire Publish your own information
 - or read information sent by European innovation and research stakeholders
 - <http://cordis.europa.eu/wire>
- Forum
 - Interactive communication platform
 - created for specific CORDIS users
 - for discussions, exchange of information and documents, etc.
- Notification Service
 - E-mail notification facility to help users
 - keep abreast of the latest research
 - information on research and innovation.



CORDIS main services (3)

■ Gateway to National & Regional Activities

● Council Presidency Service

- Highlight on the activities and related information of the European Union Council Presidency.

● National Sites

- Information on the national policies and frameworks for research throughout the European Union's Member States, candidate countries, associated countries and countries with Science and Technology cooperation agreements.

● Regional Services

- Information on the regional research and innovation activities, focusing on local and region-based actors (SMEs, Universities, sub-national government agents, etc.).



CORDIS - cross media publishing

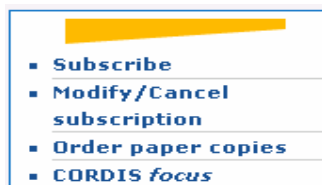
■ CORDIS paper version supplements :

- Research*eu Focus
- Research*eu Results Supplement

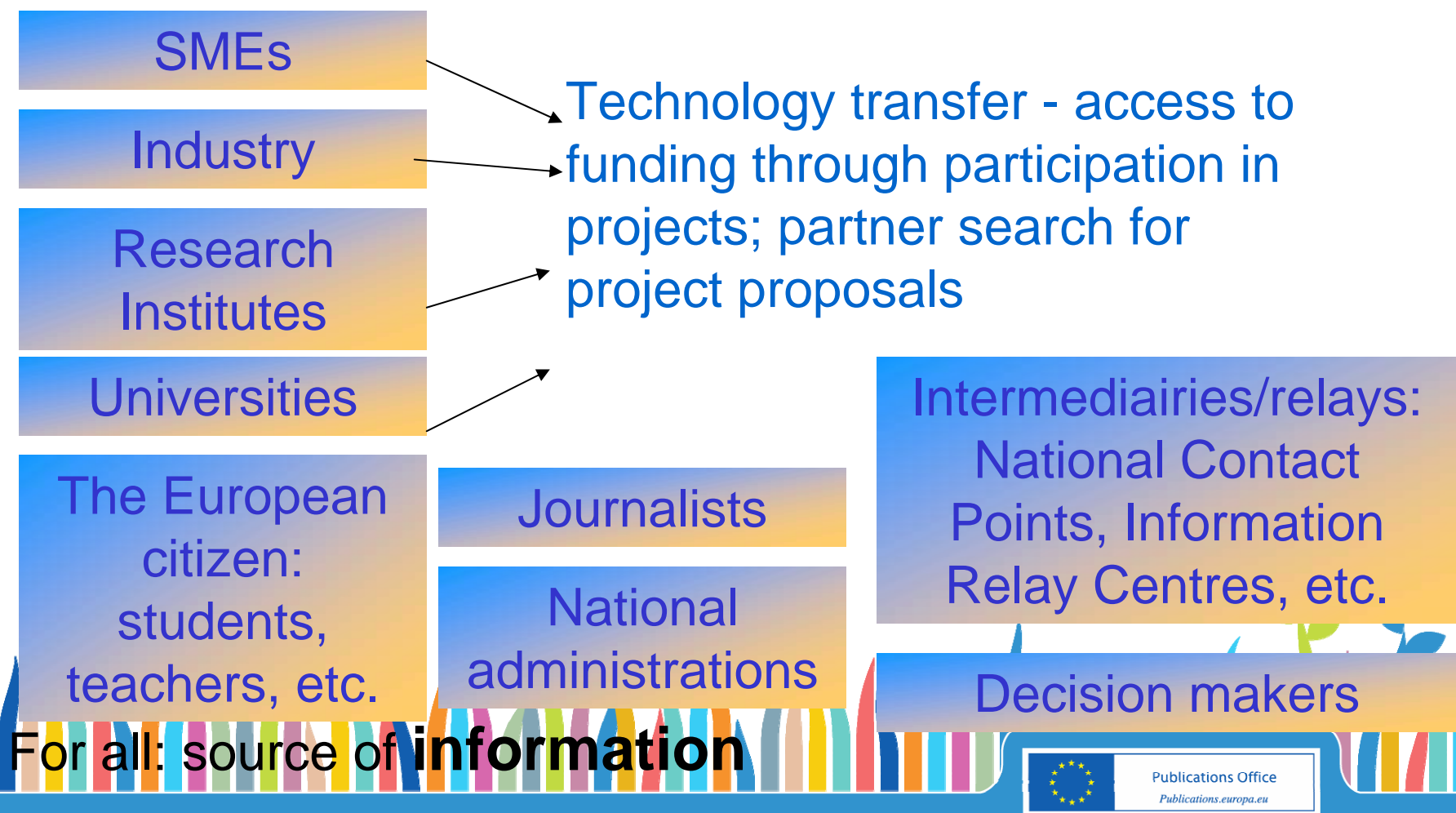
<http://cordis.europa.eu/library/magazine.htm>

■ 3 mailing lists under research*eu

- Research*eu : general managed by DG Research
- Research*eu : focus managed by CORDIS
- Research*eu : results supplement managed by CORDIS



For whom was CORDIS conceived?



CORDIS website monthly level of usage (Sept 2008)

- Number of users = 295 000
- Registered users = 111 000
- Number of pages accessed = 3 950 000
- Total amount of visits = 1 760 000
- Daily average visits = 57 000
- Document downloads = 312 000
- Number of searches launched = 123 000



CORDIS 2009 - work programme

■ Improved ergonomics, usability

- Home Page, look & feel, banner
- Revamping of the look and feel and introduction of a common banner to improve ergonomics and navigation for users.
- Better integration with the Europa web site

■ Synergy with the research family

- Better editorial integration with the research family web sites
 - Synergy between related content in Europa
 - Inventory of web information services
 - Archiving outdated content
- One common title: research*eu
 - Research*eu magazine
 - Research*eu - focus
 - Research*eu - results supplements



CORDIS 2009 - work programme

■ New tools and approaches

- Introduction of interactive services (Web 2)
- Improving collection of research results
- Syndicated newsroom
- General use of the Content Management System

■ Migration of all CORDIS services to the Integrated CORDIS architecture



CORDIS 2009 - work programme

■ Improved Search

- improvement of the interface and usability
- Expand CORDIS & Europa search
- Increase CORDIS visibility in Internet Search Engines

■ Notifications

- Increased user friendliness through revamped notifications pages and texts

■ RSS Feeds

- 6 feeds made available : News, results, calls, partners, offers
- RSS feeds defined by users as search request



Back office(s)

Front office(s)

Third party hosted services
“software as a service”
“turn-key solution”

**Back Office
hosted at Publications
Office**
Content Management System
(CMS 2)
CORDIS Production
Databases
(calls, partners, results, contacts,
events, news, ...)

Integrated
CORDIS
Architecture

ICA 2

cordis.europa.eu

http, https, mail server, directory

Search

Static pages

Dynamic pages

Interactive services
(e.g. forums, PIDS, eTIP, ...)

EMM, EPSS

**FP7 Back Office
hosted by DG Research**
Experts
Submissions

Lot C – Provision of new digital information services

- Provision or
- Software development

Lot C – hosted services
“software as a service”
“turn-key solution”

**Back Office
hosted at Publications
Office
CMS 2**

**CORDIS Production
Databases**
(calls, partners, results,
contacts, events, news, ...)

**Lot E
Software
development**

ICA 2

**Lot E –CORDIS Development and
Maintenance of Core Services**

CMS 2, ICA 2
CORDIS Databases

**LOT D - CORDIS
Dissemination services**

Hosting and maintenance of the CORDIS
Dissemination services

cordis.europa.eu

http, https, mail server, directory

Search

Static pages

Dynamic pages

Interactive services
(e.g. forums, PIDS, eTIP, ...)

EMM, EPSS



Lot A – CORDIS – Project Management Services

● Purpose of this lot

- This Lot provides Consultancy services, Management support, Service Quality Assessment to the Publications Office on the following topics:
 - planning, monitoring, reporting, user support, procedures, auditing, functional design, acceptance testing and statistics and monitoring of CORDIS services.



Lot B – CORDIS - Editorial and publishing services

- Purpose of this lot

- Assistance to the Publications Office for CORDIS services on the following topics:
 - editorial guidance, content management, authoring, translating, proof-reading, web publishing, graphical design, web ergonomics and archiving.



Lot C – Provision of new digital information services

● Purpose of this lot

- Provision and, if necessary, customisation of services already existing in the market (“software as a service”, “turn-key solution”) for their integration in the target environment, for example CORDIS Dissemination services (Lot D). These services can become part of the “CORDIS/Publications Office service catalogue” and accessed seamlessly from other CORDIS services when appropriate. For example wiki, blog, social networking, information tagging etc.
- Development of new services or evolutive maintenance of existing services. The implementation will consider the use of open source solutions, already packaged solutions available at the Commission or widely accepted cost effective solutions. Once developed and validated, the services will be hosted as part of the target environment.



Lot D – CORDIS – Dissemination services

- Purpose of this lot

Hosting and maintenance of the CORDIS Dissemination services:

- Installation, hosting, management and daily operation of the CORDIS online services with high expectations regarding availability, response time, fault tolerance,
- Upgrade maintenance and refactoring of the CORDIS application software,
- Corrective maintenance of services or the software components hosted and managed by Lot D after the end of the warranty period by the developers,
- 3rd Level help Desk activities



Lot E - CORDIS Development and Maintenance of Core Services

● Purpose of this lot

Development of:

- Core services used both in the CORDIS - Content management environment and in the CORDIS - Dissemination environment.
- Core architectural services (the Integrated CORDIS Architecture - ICA2) used by both the Production and Dissemination environment, with the exception of Search.
- Services used by the CORDIS content management environment (Content Management System - CMS2).



Important - inter-lots cooperation

- A single common tool provided by the Office is to be used to ensure proper cooperation between all lots
- Meetings involving all contractors will be organised in Luxembourg to ensure progress review and coordination between contractors



Important - Service level agreements - SLA

- Skeleton provided by the Office in the tendering documents
- Draft SLA to be provided as part of the bids
- The assessment of the quality of the draft SLA is an award criteria
- First SLA at the end of the take-over
- Yearly revision of the SLA could be asked by each party



Important – Price schedules

- Activities are conducted mainly on the basis of deliverables
 - Delivery sheets and acceptance sheets
 - Invoicing is based on the acceptance of deliverables
- Price schedule
 - All-in price
 - Quoted times and means



Time for questions



Publications Office
Publications.europa.eu

THIRD PART:

Call for Tenders No 10186 TED, presentation of the subject of the procedure



The OJS: Supplement to the Official Journal

- on the Internet (ted.europa.eu)
- on a DVD-ROM, once a week for the subscribers and contracting authorities (currently a bi-weekly CD-ROM)
- on a DVD-ROM (currently a CD-ROM) every day for legal archive (Tuesday to Saturday)
- in an environment for licence holders, currently a downloadable set of files placed on a FTP server



Legal background

- [Directive 2004/17/EC](#) of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors (30.04.2004)
- [Directive 2004/18/EC](#) of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (30.04.2004)
- Commission Regulation (EC) No [1564/2005](#) of 7 September 2005 establishing standard forms for the publication of notices in the framework of public procurement procedures pursuant to Directives 2004/17/EC and 2004/18/EC of the European Parliament and of the Council
- [Commission Regulation](#) adopted on 28 November 2007 amending Regulation (EC) N° 2195/2002 of the European Parliament and of the Council on the Common Procurement Vocabulary (CPV) and Directives 2004/17/EC and 2004/18/EC of the European Parliament and of the Council on public procurement procedures, as regards the revision of the CPV



Legal background: what has to be published on the OJS

- From the Public Procurement Network* countries
 - Public works, supplies and services
- From the EU institutions, agencies and other bodies
 - Public works, supplies and services
 - Call for expression of interest
 - Annual list of contractors
 - External aid and European Development Fund
 - Phare, Tacis and other contracts in Central and Eastern Europe
- Projects financed by the
 - European Investment Bank
 - European Reconstruction and Development Bank

*EU member states, candidate countries, EEA countries, Switzerland



Publications Office
Publications.europa.eu

Legal background: what has to be published on the OJS

Nature of the contract	Threshold
Supplies and services for central government authorities	133,000 €
Supplies and services for non-central government authorities	206,000 €
Supplies and services in the water, energy, transport and postal services	412,000 €
Works	5,150,000 €

The total public procurement in the EU is estimated at about 18 % of the Union's GDP or 80% of the GDP of Germany



OJS number of published documents

■	2001:	172,194
■	2002:	202,683
■	2003:	224,142
■	2004:	221,786
■	2005:	249,435
■	2006:	268,060
■	2007:	307,231
■	2008:	340,000 (estimation)
●	Number of documents per original language	



OJS deadlines for publication

■ Notices are published within:

● 12 days if received:

- by traditional means (paper, fax and e-mail)
- from the European institutions (fully translated)

● 5 days if received in an XML format (from OJ/S eSenders) or via SIMAP eNotices.

- also procurement notices using accelerated procedure
- corrections and supplementary indications



The OJS is to be published

- on the Internet (ted.europa.eu)
- on a DVD-ROM, once a week for the subscribers and contracting authorities
- on a DVD-ROM every day for legal archive (Tuesday to Saturday)
- in an environment for licence holders



OJS production deadlines

	Layout	TED licence holders data availability	OJS DVD-ROM image on FTP server for legal daily edition	On-line TED edition	Weekly OJS DVD-ROM. Delivery at the Office
Tuesday's edition	Monday 17:00 at the latest	Tuesday 4:00	Tuesday 9:30 at the latest	Tuesday 9:00	Tuesday, 12:00 at the latest (includes the five editions of the previous week)
Wednesday's edition	Tuesday 17:00 at the latest	Wednesday 4:00	Wednesday 9:30 at the latest	Wednesday 9:00	
Thursday's edition	Wednesday 17:00 at the latest	Thursday 4:00	Thursday 9:30 at the latest	Thursday 9:00	
Friday's edition	Thursday 17:00 at the latest	Friday 4:00	Friday 9:30 at the latest	Friday 9:00	
Saturday's edition	Friday 17:00 at the latest	Saturday 4:00	Saturday 9:30 at the latest	Saturday 9:00	



Description of the services

- Development, production and hosting of the TED website
- Production of the weekly OJS DVD-ROM
- Management of the environment for licence holders
- Production of the legal daily OJS DVD-ROM
- Creation of the system for trusted time-stamped PDF notices
 - NB: The processing of all public procurement notices sent, by national awarding authorities or EU institutions are prepared, inputted, translated, proofread, encoded and administratively processed by two subcontractors. These tasks are not the object of this tender (contract 10097 lots 1 and 2)



Description of the services

- The contractor will need to put in place a technology allowing easy management of large volumes of structured data in XML
- The repository of notices makes reference to classifications, some of them being hierarchical
 - CPV - Common procurement vocabulary, approximately 10,000 entries
 - Place of delivery (NUTS) - about 2000 entries, sorted by countries and regions
 - City thesaurus
 - Country codes (ISO alpha 2);
 - Headings under which the notices are published, and other



TED: Description of the services

- Full coverage of active calls for tenders, along with a five year archive
- Fully multilingual interface
- Interactive tools for filtering information
- Four search possibilities (quick, normal, extended and expert)
- Browsing capabilities
 - by edition, by business sectors (CPV), by delivery place (NUTS)
 - four scopes for browsing: last edition, five last editions, valid notices, archive



Document 312660-2008-EN

Document search ▼ Print document Save document ▼ View document ▼ Machine translation

Access document: <http://ted.europa.eu/udl?uri=TED:NOTICE:312660-2008:TEXT:EN:HTML>

◀ ◀ 4/6711 ▶ ▶

Current language Original language Summary view Data Document family

03/12/2008 S235 European Communities – Water, energy, transport and telecommunications sectors – Negotiated procedure
I. II. IV.

F-Paris: programming services of application software

2008/S 235-312660

CONTRACT NOTICE – UTILITIES

Services

SECTION I: CONTRACTING ENTITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

RTE EDF Transport SA, RTE - Service Achat Immeuble Ampère, 34-40, rue Henri Régault, Attn: Arnaud Mainier, F-92068 Paris la Défense. Tel. (33) 144 45 35 64. E-mail: arnaud.mainier@rte-france.com. Fax (33) 144 45 30 46.

Internet address(es):

General address of the contracting entity: www.rte-france.com.

Further information can be obtained at: RTE - Service Achat, 34-40, rue Henri Régault, Attn: Hélène Sohm, F-92068 Paris la Défense. Tel. (33) 144 45 36 13. E-mail: helene.sohm@rte-france.com. Fax (33) 144 45 30 50.

Specifications and additional documents (including documents for a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.6) Common procurement vocabulary (CPV):

72212000.

Description:

Programming services of application software.

SECTION IV: PROCEDURE

IV.3) ADMINISTRATIVE INFORMATION

IV.3.4) Time limit for receipt of tenders or requests to participate:

9.1.2009 - 12:00.

IV.3.5) Language(s) in which tenders or requests to participate may be drawn up:

French.

TED: Description of the services

- Registered users can save any search, browse result lists, make a list of separate documents, as well as set reminders
- TED features two types of RSS feeds:
 - Common RSS feeds
 - Filtered by countries and business sectors
 - Personalized RSS feeds customized by:
 - CPV codes
 - country codes
 - contract type
 - or other catalogue fields



TED: Description of the services

■ Customisable reminders

- E-mail notification about the notices of your interest
- E-mail notification for awarding authorities to publish contract award notice to close the procedure
- Others

■ Automatic translation: currently via a web interface with the European Commission Machine Translation tool



TED: Description of the services

■ Other features to be implemented

- Faceted search
- Improved statistics
- Consolidated view of the corrigendum form
- Improvement of the TED site referencing
- Bulk download of notices
- Enhanced form for feedback from users

NB: The architecture should be open for future developments



DVD: Description of the services

- Weekly OJS DVD-ROM for contracting authorities and for subscribers
 - data preparation, content indexing, pre-mastering, mastering, pressing printing, packaging and packing and shipping to the Office in Luxembourg
 - Estimated number of DVD-ROM: between 5000 to 7500

- The content of OJS DVD-ROM will include
 - PDF files of notices from the last 5 editions plus family documents
 - two kinds of indexes:
 - search index used for keyword search in the PDF reader;
 - human-readable document tree, organized by OJS number, country and document type
 - built-in search mechanism in Adobe Acrobat to be used for keyword search



DVD: Description of the services

■ Daily OJS DVD-ROM

- Every production day (Tuesday to Saturday) a DVD image file will be prepared and uploaded to an Office's file server
- This file will contain all the documents of the daily corresponding edition as well as their family documents



Licence holders: Description of the services

- The Licence holders' environment is a specific space created to provide privileged access to information and services such as:
 - downloading of notices
 - downloading of code lists used in the public procurement services (heading, CPV, NUTS...)
 - downloading currency tables



Time-stamping: Description of the services

■ Environment for trusted time-stamping of PDF

- Trusted time-stamping will be used to certify the publication date of the PDF notices
- Time-stamped PDF/A files have to be available by the publication time of each edition on TED
- A time-stamped PDF/A file shall be delivered to all contracting authorities with the publication notification e-mail sent to them
- The contractor is expected to provide an environment capable of handling the trusted time-stamping of the documents in a quick and effective way



Time is critical

- The publication of the OJS on DVD-ROM and on-line is a matter of great urgency
- The contractor must be able to be very flexible in the production of the OJS DVD-ROM
- For TED and the environment for licence holders' accessibility is 7 days a week and 24 hours a day
- Respecting legal delays is a major challenge



Any questions?

Do you have any questions or remarks?

Thank you for coming,

Calls for Tenders and Contracts Unit,

CORDIS Unit &

TED Unit

Publications Office



Annex 2

Transcription of the questions raised by the representatives of the companies and the answers given by the representatives of the Publications Office.

Q.: In CORDIS, how much work will take place on-site and off-site in the different lots?

A.: Coordination will take place in Luxembourg.

For lots A and B time will have to be spent in Brussels and the future contractors will have to liaise with us, the stakeholders and the Information providers who are mainly located in Brussels.

There isn't any special requirement regarding where the production has to take place.

Q.: Could you please explain again what you mean by the exclusivity principle between the different lots of CORDIS?

A.: Companies are allowed to submit offers for as many lots as they want to (but of course taking into consideration the minimum requirements of the selection criteria of the lots in question). The exclusivity will apply when the contracts of the five lots are to be awarded, on the basis of the table of priority that the tenderers are requested to fill in when submitting an offer.

Q.: CORDIS: Will Lot A do the functional design for Lots C and E?

A.: Yes.

Q.: TED: What will be the proportion of the Contract devote to the CD/DVD production and website development?

A.: It is up to the tenderer to decide. However, we think that the DVD production will be less and less important compared to the website development.

Q.: CORDIS: the current Contract covers marketing activities as well. Do marketing activities form part of the new CORDIS call for tenders as well?

A.: No, these activities are covered by other contracts of the Publications Office.