

Helsinki, 13 January 2012

CLARIFICATIONS 2

Open call for tender ECHA/2011/183 Design, pre-press and printing services

Question 2.1:

Regarding the submission on an electronic of the tender on CD – Rom. In the Invitation document it is stated that "a CD Rom having the full tender" is required. However, on page 17 of the Specifications it is stated that administrative, technical and financial proposal will each be sealed along with their copies in separate envelopes. Does this mean that we need 3 CD-Roms, each enclosed in one of the 3 sealed envelopes containing the corresponding material?

Answer:

Yes

Question 2.2:

Regarding the Financial Proposal, we are required to submit two Reference Forms and the Financial Form. Can you please confirm that this is correct? The Price will be determined on the amounts quoted in the Financial Form, therefore any items in the Reference Forms not included in the Financial Form will not affect the evaluation process. Can you please confirm that this is correct?

Answer:

Yes, the tenders are requested to submit two Reference Forms and one Financial Form. Any items in the Reference Forms not included in the Financial Form will not affect the evaluation process, however during the execution of the contract only the items included in Reference Forms will be accepted to be included in all invoices related to the Order Forms. The Financial Form will be used only during the evaluation process at the Final Evaluation stage (see 3.2.3 in the Technical Specifications).

Question 2.3:

To ensure the equal evaluation of the tenders could ECHA provide some sample text for the agenda and report to be created?

We have taken note that the 'lorem ipsum' text can be used. Nevertheless, ECHA's request still involves creation of a structure for the two documents which is a task not required by the contract.

Answer:

Section 3.2.4.2 refers to Award Criterion 2. As described in the tender documents, this criterion verifies the understanding of the visual identity and the capacity of the tender to work with ECHA visual identity and to deliver high quality products. Tenderers may choose to use one of the existing ECHA documents by using the "Documents library" search option on ECHA website to retrieve documents related to previous events. However, please note that the structure of the document and the content used won't make any difference in terms of points awarded. The evaluation will take into account only the elements described in the Award Criteria and the respective sections.