



ADDITIONAL INFORMATION IN RELATION TO THE CALL FOR TENDER
"ESPON CORPORATE IDENTITY LAY-OUT II (2011-2014)"

The present document, version 14 January 2013, includes the following additional information from the Contracting Authority for requests received on:

Info Request #	Reception date of information requests:
# 1	08/01/2013
# 2	11/01/2013
# 3	14/01/2013

Questions and answers are detailed in sections below.

NB: the present information has been sent by email to all applicants having requested the Terms of Reference of the Call for Tender until the date of this document.

Information Request # 3

Please find here below a request of information from a tenderer received on 14/01/2013 by email (tenders@espon.eu) and the complementary information provided by the Contracting Authority:

Request #3:

1. Does our work include text writing or proof reading or will this be done by someone else?
2. In Annex E you mention for point D and E "inc. images".
 - Why do you highlight "inc. images" in point D and E but not elsewhere?
 - Do you mean this time "photos" or your general definition used in the Terms of Reference e.g. on page 4?
 - Do you provide the images?
 - Do we have to search the images and you pay extra for the image licenses?
 - Do we have to pay for the image licenses? How can we limit the costs as some licenses can go up to several thousand Euro? How many images per page do we have to calculate? How large is the image ... A4? How large is the print run? Where will the image be shown ... print, web, ...?

Additional information from the Contracting Authority:

1. The service provider will **not** do any text writing or proof reading.
2. As both Annex D and E specify all tasks A-E will include images. "Images" does not refer to photos, but to maps and graphs, which will be provided by the ESPON CU. Thus the following questions are not relevant.



Information Request # 2

Please find here below a request of information from a tenderer received on 11/01/2013 by email (tenders@espon.eu) and the complementary information provided by the Contracting Authority:

Request #2:

1. Is the ESPON a VAT payer? If both ESPON and tenderer are VAT payers, should there be indicated a 15% VAT valid in Luxembourg?
2. In the table of Annex D: Should there be a price for one item, or should it be multiplied by a number indicated in Annex E (e.g. item A would be multiplied by 5)?
3. Should there be an individual price within every item of each line (draft layout, final layout for screening, final ready to print/produce layout, digital archive) or should there be a total price of every box of the table?
4. Line I (development of additional graphical elements for new types of publications and other products...) How can a tenderer specify this item_
5. (p. 18 of Terms of Reference): Are the journeys to Luxembourg mandatory, if so, then how many of them during two years? And, if so, what kind of costs for meeting should be paid?

Additional information from the Contracting Authority:

For point 1, the ESPON 2013 Programme disposes of an intra-Community VAT number. In case, the tenderer is taxable and its disposes of and uses its intra-Community VAT identification, then the reverse charge principle on VAT is applied as mentioned above then the VAT rate applicable is the one at the place of delivery: in this case, the tender must complete the VAT rate with 15% applicable in Luxembourg. Should any doubt subsist in relation to the VAT applied for these services, the tenderer must contact its local tax office.

For point 2, for Annex D, the unit price should specify the rate per day for the specific task/item (Task A, B etc.), and the number of days that is considered necessary for implementation of the specific task, which then gives a total price for the task/item. It should not be multiplied with the indicative number of orders given in Annex E, this is solely part of the evaluation scenario.

For point 3, there should only be one total price for the complete task/item (Task A, B etc.) and not for every item of each line (draft layout, final layout for screening, final ready to print/produce layout, digital archive).

For point 4, the tenderer should only specify its hourly rate for this type of creative task of developing new graphic elements (Task I), which is fundamentally different from the other tasks (Task A-H), which involves application of already existing Corporate ID templates. As these types of tasks may vary considerably it is not feasible to specify the number of days expected to be needed.

For point 5, there is only one mandatory meeting to take into account, which is the kick-off meeting to be held in Luxembourg after the selection of the tenderer. This normally involves 1-2 days, including travelling and meeting time, i.e. maximum 1 night accommodation, and for 1-3 people participating from the service provider. These costs should be included in the budget provided with the tender offer.



Information Request # 1

Please find here below a request of information from a tenderer received on 08/01/2013 by email (tenders@espon.eu) and the complementary information provided by the Contracting Authority:

Request #1:

1. We have a familiar tie with a Monitoring Committee Member and we don't know if we can participate. The Annex B asks us to inform about any possible conflict of interest.
2. We'll like to know if all the maps are generated by ESPON and delivered to us, or we have to redraw them.

Additional information from the Contracting Authority:

Concerning the point 1, the tenderer has to clearly declare in the tender, Annex B, that a possible conflict of interest exists and describe what and with whom the family links are. This possible conflict of interest will be checked by the Contracting Authority at the stage of the tender evaluation.

Concerning the point 2, all the maps are generated by ESPON and delivered to the lay-outing company. The tenderer will not need to redraw them, however they should have the capacity to make graphic modifications (changing the header, inserting a box in the map, modifying the color palette and similar) as part of the process of ensuring graphic consistency in the printed material.”