

Re: Request for clarifications RFQ ref. n° MEAIM/FPD/078/2016

Request for Quotations for Content Writing and Publication in the Maltese Language for all the Measures of the RDP 2014-2020, issued by the Funds and Programmes Division within the Parliamentary Secretariat for the EU Presidency 2017 and EU Funds.

Clarification Note No. 1

ANNEX II: TECHNICAL OFFER TEMPLATE

Service	Specifications	Quantity	YES/NO
Content Writing and publication in the Maltese Language for all the Measures of the RDP 2014-2020	Including: - Content Writing in Maltese and publication of all RDP Measures in A5 ringed file (30-50 pages) . - Pictures and graphical representation of statistics.	2,000 (Two thousand) Booklets	
Re - prints with updated text	To ensure that the MA will be charged with the same rate as in this RFQ		
Cover Pages	Front and Back page cover according to specifications in article 7		
Photographs	high quality photographs to be presented to MA on pen-drive	Minimum 100	

Should Read

ANNEX II: TECHNICAL OFFER TEMPLATE

Service	Specifications	Quantity	YES/NO
Content Writing and publication in the Maltese Language for all the Measures of the RDP 2014-2020	Including: - Content Writing in Maltese and publication of all RDP Measures in A5 ringed file (40-60 pages) - Pictures and graphcal representation of statistics.	2,000 (Two thousand) Booklets	
Re - prints with updated text	To ensure that the MA will be charged with the same rate as in this RFQ		
Cover Pages	Front and Back page cover according to specifications in article 7		
Photographs	high quality photographs to be presented to MA on pen-drive	Minimum 100	

Q: Under point 7, the document is quoting that the publication is to be '40-60 pages', while Annex 2 is quoting '30-50 pages'. Can you please clarify which quantity we are to take into consideration when submitting our bid?

A: 40-60 pages.

Q: Annex II makes reference to an 'A5 ringed file', while point 7 makes reference to a 'file/booklet'. Could you clarify further what type of file the publication is to be presented in. Could you provide bidders with a visual of what file/booklet you expect?

A: As per clarificatoin in section 7, "the scope of the format of the published product is to easily allow users the facility to remove papers and replace same with updated pages; this without tearing or in any way damaging either the front/back cover nor any of the removed/inserted pages".
It is up to the bidders to meet these requirements.

Q: Are we correct in stating that you require a 100 photographs on a pen-drive but these do not have to all be included in the publication? Is there a minimum amount of photographs you require in the publication?

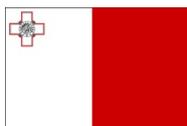
A: Correct, not all 100 pictures will be included in the publication; the selection of pictures to be included in the publication will be decided by the MA following the presentation of the first versions. Whilst adding to the value/attractiveness of the publication, the scope of the publication is not to present a catalogue of photographs.

Also as per section 7, the MA may request different pictures (referring to the 100 pictures) if these are deemed of insufficient quality by the MA.

May we also remind all that photographs presented as part of this exercise are to be the exclusive property of the MA and same photographs cannot be used by successful bidder for any other purposes.

Further Clarifications:

The MA would also like to further clarify that no watermarks are to be inserted/imprinted on any photograph (both printed in the publication and presented in pen-drive).



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