

**CLARIFICATION TO TENDER: N° 04**

**“Editorial, graphic design and printing services”**

**ENISA P/19/11/PAU**

**Questions & Answers**

<p><b>Q1:</b></p>	<p>Lot 1 refers to the provision of editorial services.</p> <p>The description of Specific Requirements and Skills on pages 6 and 7 of the Tender Specifications refers to proofreading, editing and copywriting, while Annex IV (Financial Offer) only has spaces for inserting prices for 'proof reading' (typescripts and page proofs) under Lot 1.</p> <p>There are no spaces for putting in prices for quotations for copywriting.</p> <p>Note that copywriting (which refers to the creation of new text) is a much higher level of work than proof-reading and editing (which refer to the correction or amending of copy that has already been created) and thus would normally be charged at a higher rate.</p> <p>My query is: should I quote for copywriting separately?</p>
<p><b>A1:</b></p>	<p>It is acknowledged that there may be confusion regarding the provision of pricing for so-called 'copywriting' and 'editorial' services in LOT 1.</p> <p>Indeed, the Financial Offer form (Annex IV) <b><u>does not request</u></b> specific pricing for copywriting or editing services.</p> <p>We take this opportunity to emphasise that the Financial Offer form <u>cannot be modified at this point in the tender procedure</u>, therefore each tenderer must, at the very least, fill out the available boxes which refer to proofreading services.</p> <p><u>Should a tenderer wish to provide extra pricing</u> for 'copywriting' and/or 'editorial services' then they are welcome to do so using a separate page as part of their general offer.</p>

	<p>Please note that <u>only prices requested on the Financial Offer form</u> (Annex IV) will be taken into account during the price evaluation of all received offers.</p> <p>Any extra prices a tenderer provides will not be evaluated for 'price points', however if the eventual winning tenderer has provided extra pricing, this will be included as part of the contract and may be used by ENISA for any future purchasing under the specific awarded contract.</p> <p>The Project Manager has provided further clarification on what is meant by the terms 'copywriting', 'editing' and 'proof reading':</p> <ul style="list-style-type: none"> <li>a) <u>Copywriting</u> is the production of written material from scratch, working from source material or a brief from the client.</li> <li>b) <u>Editing</u> is where an editor is provided with existing text which they then edit to correct errors and standardise the text to an agreed style.</li> <li>c) <u>Proof reading</u> can be taken to be where a text or Page proof is checked to ensure that it appears as intended and is free from typesetting or production errors.</li> </ul> <p>Furthermore, the two types of 'proof reading', for which prices have been requested in Annex IV, have been further clarified:</p> <ul style="list-style-type: none"> <li>I. The <b>'typescript'</b> is the text in its basic typed (word processed) format. In proof reading this document, the contractor will be looking mainly for spelling errors or typographical mistakes. They may also check that all relevant sections and pages of the document are included, and that they are in the right order (checking against a contents list, or an earlier typescript). The typescript does not necessarily represent how the final document will look, as typically the final document will be designed, set in type, laid out in accordance with the design and have graphics or illustrations inserted.</li> <li>II. <b>'Page proofs'</b> are representations of the pages as they will appear in the finished publication. In proof reading these, the contractor will be checking to ensure that the text is in agreement with the typescript. They may also check that the requirements of the design and layout have been followed, with elements such as graphics, illustrations headlines and captions included in the correct places. The reader may also use the opportunity for a further check to ensure that no typographical or spelling errors have been missed.</li> </ul>
<p><b>Q2:</b></p>	<p>I have a doubt on the financial offer form <i>(for)</i> LOT 3 <i>(more specifically regarding)</i> product D, there is no interior paper specified.</p> <p>Could you give me this information?</p>

<b>A2:</b>	<p>In 'section 2.3: LOT 3 - Provision of Printing services', on page 9 of the Tender Specification, the details for <b>D. ENISA 'Work Programme'</b> do not specify the paper stock to be used for the publication.</p> <p>Please take the following extra information into account when calculating the price offer:</p> <ul style="list-style-type: none"><li>• <b>Paper:</b> 120g extra white matt (or similar – please specify)</li></ul>
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