

CLARIFICATION TO TENDER: N° 05

“Editorial, graphic design and printing services”

ENISA P/19/11/PAU

Questions & Answers

Q1:	In what language should the offers be submitted? Since it is mentioned in the Tender Specification Document, that the offers can be submitted in any official language of the E.U, could it be in Greek?
A1:	<i>English would be preferred as it is the working language of the Agency but you may submit your offer in Greek or in any other official EU language.</i>
Q2:	And if it could be in Greek, what about annexes? Is it possible that the forms of the annexes be translated and filled in Greek also?
A2:	<i>Where the annexes require that you provide documentation from local authorities, you may provide this documentation in Greek – no need for translation. The Annexes I and II can be downloaded by you in Greek.</i>
Q3:	In Addition, can the Technical and Financial Offer of the competition submitted in English while on the same time the rest document required be submitted in Greek? On the other hand, if the offers should be submitted only in English, should the documents translated from Greek to English language have the official authorization of the Ministry of Foreign Affairs? As mentioned above, all documents can be provided in their original language and format.
A3:	Please see answer to Q2 above.

Q4:	Please clarify the term 'native language'. To what Academic Award of English knowledge level is this equivalent to?
A4:	<p><i>Firstly, please note that the issue of being a 'native English speaker' applies only to 'LOT 1 Provision of Editorial services'.</i></p> <p><i>The term 'native language' applies to the first language that somebody learns. There is no exact academic equivalent of this. However, an honours degree in English Language, awarded by a U.K. university, would indicate an acceptable level of ability.</i></p>
Q5:	The samples of previous works required for the competition should necessary have been produced in English? Moreover, is it obligatory for all the members of the consortia to submit previous produced material in English? What if only one of the members has produced previous material in English? Is this a reason for exclusion?
A5:	<p><i>For 'LOT 1: Provision of Editorial services', any samples of previous work should obviously be in English.</i></p> <p><i>For 'LOT 2 - Provision of Graphic Design services' and 'LOT 3 Provision of Printing services', it does not matter in what language your samples have been produced.</i></p>
Q6:	Finally, do all the members of the project group must speak English fluently? If not, does this leads to elimination of the selection process?
A6:	<p><i>Anyone involved in day-to-day communication with ENISA (e.g. Account Manager) should be able to communicate in fluent English.</i></p> <p><i>Specifically for LOT 1, we again emphasise that the actual person assigned to carry out the editorial services, must be a native English speaker.</i></p>