

CLARIFICATION (2)
to call for tender
ENV.A.1/SER/2009/0012

Question:

What exactly is the CIRCA-Server? What is its purpose and function in detail?

Answer :

CIRCA is an extranet tool, developed under the **European Commission IDA programme**, and tuned towards Public Administrations needs.

It enables a given community (e.g. committee, working group, project group etc.) geographically spread across Europe (and beyond) to maintain a private space on the Internet where they can share information, documents, participate in discussion fora and various other functionalities.

This private space is called an "**Interest Group**". The access and navigation in this virtual space is done via any Internet browser and Internet connection. Like in any working group, committee or project team, one member plays the role of chairman or moderator; in CIRCA it is called a '**Leader**'.

Question:

Is the previous secretariat excluded from applying as bidder for the actual award cycle?

Answer :

All companies that meet criteria described in the specifications are free to reply to this open call for tender.

Question:

We understand that the Email-Newsletter is to be sent out four times in the year of the Award Ceremony which will be 2010. Will there be additional requirement for Newsletters in 2011?

Answer :

As indicated in Part 1, point 3.II

The offers should be based on the assumption there will be 4 issues in the year of the Awards Ceremony and 3 issues in the year without the ceremony; each issue of a max. 4 pages (however, DG ENV might decide to have smaller number of issues a year with a more pages each).

Question:

Since deliverables including newsletters are to be sent in HTML code ready to publish, is there a template available? To help us estimate the scale of effort concerning data handling we would also like to know, if the former secretariat did use a CMS system.

Answer :

The future contractor will be asked to send his deliveries to the Commission in the static HTML format, as indicated in Part 1, point 3.II. As indicated in the same point:

The website needs to be fully compliant with the rules set in the Europa Information Providers' Guide1 and with the Environment website template, available at http://ec.europa.eu/environment/templates/template_en.htm

The second part of the question is not relevant for this tender.

Question:

It is stated in the specifications that all deliverables are to be sent in triplicate (in MS-Office, in printed and in html-ready format). How strict is this regulation, especially regarding the sending of printed reports. Concerning environmental-friendly working practice, would it also be possible to combine all printed reports and deliver them together with the main reports (first planning report, interim report, final report)?

Answer :

The tenderers are asked to prepare and base their offer on the text of the open call for tender published on the website of DG Environment of the European Commission; and this refers also to the relevant paragraph of the Part 1, point 3.III

*In general, **all deliverables shall be sent within the deadlines specified below** to DG Environment in three formats: one paper and two electronic formats (MS Office documents and HTML code ready to publish on the existing website).*

Question:

The services listed in the specifications include “active dissemination” of brochures and other materials like CD’s and so on. Can you please clarify if “active dissemination” includes the expenses for printing, shipping and handling of the service mentioned, or if there is an additional budget for those tasks?

Answer

As indicated in the call for tender Part 2, Point 6.1

For guidance purposes, the maximum budget allocation to this contract is fixed at € 250.000

Which means that € 250.000 is a maximum budget allocated to and foreseen for all services indicated in the specifications – i.e. there is no additional budget e.g. for printing and shipping the brochures.

Question:

Since the Newsletter is sent out to a huge number of recipients, is there recently any special software used (or required be used) for the distribution of those bulk-emails and does this cause any additional costs? Further: Is the Newsletter to be sent directly via HTML-Email, is the Newsletter-Email just to contain a link to the pdf-file of the Newsletter stored online or has the Email to contain the pdf-version of the Newsletter as attachment (which might cause high data traffic)?

Answer :

There is no special software used for distribution of the Newsletter. The Newsletter is being distributed currently via e-mails as a PDF (low resolution) file and each issue is also uploaded on the website.