

Call for tenderers 2022-0916 - EDPS/EDPB - Video production services

Questions and Answers during the submission period (time-limit for receipt of tenders - 28/03/2023, 24h00)

Question(s) received on 24/02/2023	Answer(s) sent on 28/02/2023
<p>1. On page 5: the voice will be given by the contracting authority, but in the quote the cost of the "Sound in 1 language..." is also requested. Do you mean the cost for synchronisation?</p> <p>2. Non-animated Promotional Videos: do we also mean stock videos or just internal shots?</p> <p>3. Page 4: additional projects are regularly added to the workload, sometimes leading to short deadlines. - What do you mean exactly by "short"? Can you make an example of past experiences.</p> <p>4. Page 7: what do you mean by thematic footage?</p> <p>5. Page 22: do I want 2 GIFs and two more animated infographics or do the GIFs have to be animated graphics?</p>	<p>1. Sound in 1 language means voiceover in 1 language (e.g. only in English). If the voiceover is requested in more languages then the EDPS/EDPB will provide the translations to the service provider and the service provider needs to arrange the voice recording with a native speaker and synchronize the voice over with the video.</p> <p>2. By non-animated promotional videos we mean videos based on internal shots, or videos based on internal shots mixed with stock videos.</p> <p>3. By short deadlines we mean tight deadlines. Depending on the size of the project this could mean 24-48h for a simpler task like filming a speech of the Supervisor, simple editing, possible background music, tweaking of the sound and image, and up to two weeks for a more complex issue like, for example, a Data Protection Day video.</p> <p>4. Examples of thematic footage may include, but are not limited to: - request to film a specific EU institution building - request to film a street survey (passers-by answering to a specific question)</p> <p>5. By GIFs we mean short animated infographics in GIF, mp4 or any other multimedia format compatible with web platforms and social media. Please provide 2 samples.</p>

<p>6. Page 22: What is the exact difference between an animated and a non-animated video (there are different interpretations)?</p>	<p>6. By non-animated promotional videos we mean videos based on internal shots, or videos based on internal shots mixed with stock videos. By animated video we mean a 2D or 3D fully animated video.</p>
<p>Question(s) received on 27/02/2023</p>	<p>Answer(s) sent on 28/02/2023</p>
<p>VIDEO</p> <p>1. Is the format in 16/9?</p> <p>2. Is there a need for voice over? What about the music?</p> <p>3. Can we have the vector logo?</p> <p>4. Is there a logo animation?</p> <p>5. Is it possible to have the font "Libertinus"?</p>	<p>1. Yes, 16/9 will be the correct format.</p> <p>2. The decision on the final outcome of the project belongs to the applying company.</p> <p>3. The EDPB's vector logo animation will be made available on the EDPS website in the procurement section.</p> <p>4. The EDPS, doesn't have an animated logo. The EDPB's logo animation will be made available on the EDPS website in the procurement section.</p> <p>5. Libertinus is a font used by the EDPS, it is an open source font and it is available at https://fontsarena.com/libertinus-sans-by-libertinus-fonts/.</p> <p>Please note that the video must comply with the corporate identity of the EDPB (Annex 8) as described on page 23.</p>
<p>Question(s) received on 28/02/2023</p>	<p>Answer(s) sent on 06/03/2023</p>
<p>1. Regarding tender 2022-0916 - EDPS/EDPB - Video production services, is it possible to receive all files (e.g. Illustrator file) of the illustrations mentioned in the visual identity for a sample animation?</p>	<p>1. EDPB will not provide working files, but just visual or video to illustrate the institution style.</p>
<p>Question(s) received on 28/02/2023</p>	<p>Answer(s) sent on 06/03/2023</p>
<p>1. In the Invitation to tender is mentioned that the "Economic operators interested in this contract are invited to submit a tender in one of the official languages of the European</p>	<p>1. Yes, a tender can be submitted in Dutch.</p>

<p>Union". Is it correct that a tender can be submitted in Dutch?</p> <p>2. Is it the EDPS/EDPB the contractor. Is it an EU body? What is the VAT number of the entity?</p>	<p>2. The contractor is the EDPS acting for the EDPB as well. They are different entities and both are EU bodies. The VAT number of the both is the VAT number of the EU Commission - 0949.383.342.</p>
Question(s) received on 07/03 /2023	Answer(s) sent on 13/03/2023
<p>1. -What is meant by "thematic footage on demand"?</p> <p>2. -What is meant by "editing of raw material"? Is the material to be edited provided by the Authority or is it part of the shoot at our expense?</p>	<p>1. Thematic footage on demand means a video on a specific project or topic.</p> <p>2. Editing raw material does not include shooting. For example we provide a raw footage, record of a speech, requiring montage and edition.</p>
Question(s) received on 16/03 /2023	Answer(s) sent on 16/03/2023
<p>Concerning the award criterion related to the video sample, between 45 seconds -1 minute long:</p> <p>1. Can we go beyond this timing (e.g. max 75 seconds)?</p> <p>2. Do we have to include EDBP's intro and outro (that are 10' + 5' long)?</p>	<p>No, the video has to be between 45" and 60".</p> <p>The video has to comply with the EDPB corporate identity, the EDPB intro or outro are elements that you can use to comply it. For example, you can use only the outro at the end.</p>
Question(s) received on 19/03 /2023	Answer(s) sent on 20/03/2023
<p>1) In case of subcontracting, in which case(s) the Annex 4 (List of identified subcontractors) and Annex 5.1(Commitment letter by an identified subcontractor) should to be completed and submitted?</p> <p>2) When the opening of the tenders session will take place?</p>	<p>1) The Annexes 4 and 5.1. should to be completed and submitted in case of use of <u>identified subcontractor(s)</u>:</p> <ul style="list-style-type: none"> • subcontractor(s) on whose capacities the tenderer relies upon to fulfil the selection criteria as described under Section 3.2 of the Tender specifications; • subcontractor(s) whose intended individual share of the contract, known at the time of submission, is above 10% . <p>2) The conditions for opening of tenders are set up in point IV.2.7. of the Contract Notice</p>

	<p>2023/S 039-113373 available on the TED database accessible via the link - http://ted.europa.eu/.</p> <p>The date of opening of tenders is 04.04.2023.</p>
Question(s) received on 20/03 /2023	Answer(s) sent on 20/03/2023
Can you confirm that the deadline for receipt of a tender refers to the date of the delivery notice (deposit slip, proof of receipt)?	Yes, we confirm.
Question(s) received on 21/03 /2023	Answer(s) sent on 21/03/2023
Pouvez-vous confirmer que vous avez connaissance et accès à la plateforme TELEMARC via https://www.csam.be/fr/index.htm afin d'obtenir les informations légales attendues dans le cadre de l'appel d'offre 2022-0916 - EDPS/EDPB - Video production services : ONSS, TVA, Banque nationale et bilan publiés, dettes fiscales ?	Non, nous n'utilisons pas cette plateforme et nous n'y avons pas d'accès.
Question(s) received on 22/03 /2023	Answer(s) sent on 22/03/2023
Can you confirm that all the documentation related to the technical and the financial part can be included in two separate USB sticks?	<p>For the purpose of the submission of the video sample, award criterion (page 23 of the Tender specifications) an USB stick shall be used.</p> <p>For the purpose of the submission of the financial tender, the Financial Model in Annex 6 shall be used.</p>
Question(s) received on 22/03 /2023	Answer(s) sent on 22/03/2023
The Documents related to the technical offer or/and to the exclusion and selection criteria such as the Declaration on Honour could they be submitted by digital way?	Yes, they could.