

Date: 1 July 2016

**Clarification Note No. 1**

# Invitation to Bid No. ITB/SEC/13/2016

# Provision of Printing and related Services for the OSCE

The Organization for Security and Co-operation in Europe has received a request for clarification from potential bidders. In accordance with “Submission of Bids” Article 16 of the ITB Document, the OSCE would like to provide the following clarification:

**Question 1:**

We are committed to follow in printing production the directions, descriptions and process standards for offset ISO 12647-2 with continuous colour- and print management and workflow with CTP- exposure (Computer to Plate).

In this sense I was wondering whether we should send you a certification to prove the commitment with the standards for offset ISO 12647-2 or if an internal declaration would be sufficient.

**Answer 1:**

Any certification requested in the “Technical compliance Form” should be provided.

One page/copy is sufficient.

**Question 2:**

Do I understand correctly that the price should be kept for the whole duration of 5 years?

**Answer 2:**

NO. The OSCE plans to establish a two year contract, with a possibility to extend for further three years. However, contract reviews will be done annually. You should keep the prices (for the specific publications in this ITB) valid for one contract year (as indicated in para 7 “Period of Validity”).

**Question 3:**

There is a discrepany in the material “pricing schedule”(in additional pages in excel version) and in “the technical requirements of printed materials”. Are they different materials?

**Answer 3:**

*The ITB and “Technical Requirements of Printed Materials” have been amended.*

The specifications of the publications under “Technical Requirements of Printed Materials” are samples of actual prints in 2015. The excel sheet has a variety of couple of page number option. **You should fill out the excel sheet with given quantities**.

Furthermore please fill out the table “Printing Services – Please comment if compliant or recommended option” in case there is a difference in paper quality. Although the requested paper is the preferred option. Optionally you can suggest another paper, this should be clearly marked “option 1”.

**Question 4:**

Shall we offer the quantities (and no. of pages) as listed in the excel-file (Annex E) or should we offer the quantities (and no. of pages) as mentioned in Annex C (below „Information on the past orders in 2015“)?

**Answer 4:**

(see Answer 3) You should fill out the excel sheet with given quantities.

**Question 5:**

There is no much details about delivery. We will delivery all together?

Or how many different times we should deliver?

**Answer 5:**

Each publiaiton will be delivered separately on separate dates.

For this tender, you should prepare the delivery cost per publication for defferent quantities.

**Question 6:**

Will all items be printed recto/verso or just recto? (both sides or just one side // front and back or just only front side)

**Answer 6:**

All publications are recto/verso (double-sided print). “Pages” means double sided sheet.

**Question 7:**

1. Annual Report - There is a difference in the number of pages if you compare the “pricing schedule” and the “technical requirements”. Should we offer 112+4 or 96+4 and 144+4 and 208+4? Or all 4 of these?

**Answer 7:**

(see Answer 3) You should fill out the excel sheet with given quantities.

**Question 8:**

1. Annual Report - In the “technical requirements” you have written “+ Pantone PMS 294 for cover” but in the “pricing schedule” list it says “extra charge P294 inside”. Which is correct?

Cover or inside? And should it be recto or recto/verso?

**Answer 8:**

Please offer for all publications; 4 colour CMYK, inside and cover.

And additionally as extra charge the additional 5th color pantone blue 294c OSCE logo on cover only. Publication is recto/verso (double-sided print).

**Question 9:**

2. Activity Report - What do you mean with “cellophane”? Would this be lamination?

If so, would you like it matte or glossy?

**Answer 9:**

Yes, lamination, matt.

**Question 10:**

In the “technical requirements” you have written “+ Pantone PMS 294 for cover” but in the “pricing schedule” list it says “extra charge P294 inside”. Which is correct?

Cover or inside? And should it be recto or recto/verso?

**Answer 10:**

Same as answer 8. Please offer for all publications; 4 colour CMYK, inside and cover.

And additionally as extra charge the additional 5th color pantone blue 294c OSCE logo on cover only. Publication is recto/verso (double-sided print).

**Question 11:**

3. FOM Yearbook/ Report  DIN A5 Yearbook - There is a difference in the number of pages if you compare the “pricing schedule” and the “technical requirements”. Should we offer 448+4 or 4+288 and 4+320 and 4+640? Or all 4 of these?

**Answer 11:**

(see Answer 3) You should fill out the excel sheet with given quantities.

**Question 12:**

4. Magazine - There is a difference in the number of pages if you compare the “pricing schedule” and the “technical requirements”. Should we offer 40+4 or 4+32 and 4+48 and 4+64 pages ? Or all 4 of these?

In the “technical requirements” you have written “+ Pantone PMS 294 for cover” but in the “pricing schedule” list it says “extra charge P294 inside” . Which is correct?  Cover or inside? And should it be recto or recto/verso?

**Answer 12:**

(Same as answer 8);please offer as per “Pricing Schedule” for all options (32+4, 48+4, 64+4 inside pages). The page number in “technical requirements” is taken from actual 2015 print, as sample only.

Same as answer 8. Please offer for all publications; 4 colour CMYK, inside and cover.

And additionally as extra charge the additional 5th color pantone blue 294c OSCE logo on cover only. Publication is recto/verso (double-sided print).

**Note: Cover is printed recto/verso.**

**Question 13:**

5. Fact Sheet - In the “pricing schedule” it says “digital print” but the description says 5 colors => CMYK + 1 Pantone. This is technically not possible. So should we stick to the “digital” printing and offer it in CMYK or shall we offer it in offset, where it is possible to print an extra Pantone color?

**Answer 13:**

Please stick with CMYK colours

! Additionally please offer 4+1 offset print for quantity: 1000 (or over).

Pricing Schedule is amended.

**Question 14:**

A5 Notepad - There is a difference in the number of pages if you compare the “pricing schedule” and the “technical requirements”. Should we offer 80 sheets (160 pages) or 80 pages? Cover and back: printed recto or recto/verso

**Answer 14:**

It is 80 sheets/160 pages.

Cover front and back printed only on the outside (no print inside).

Further specifications: 3 Colour Print: Black, Cyan, Pantone 294c for Logo

Cyan for BOXES on the cover. Inside: 1/1 black colour of lines black or grey

**Question 15:**

Publication - Please define the type of paper for the inside more clearly (open structure? levelled?) Should it be coated or uncoated? Matte or glossy?

What do you mean with “cellophane”? Would this be lamination? If so, would you like it matte or glossy?

**Answer 15:**

Publication (OCEEA Forum) - Art paper. Inside: glossy

Cover: lamination/coated, matte.

**Question 16:**

Lay-out; you are writing „please quote price per page”. Shall we quote for A4 pages or A5 or another format?

**Answer 16:**

Lay-out should be offered for A4 per page.

**Question 17:**

In “scope of services to be provided by the bidder” - We do not understand clearly the meaning of the part “*to produce printed material in all following languages; German, English, Italian, Spanish, French and Russian*”. Do you send us the documents, for example, in English and do we have to translate it in the mentioned languages (French, German….) or just print documents in different languages.

**Answer 17:**

Only printing services are required in these different languages.

**Question 18:**

You write  by point 1,2… Colour option + Pantone blue 294 c for cover/logo

But under Annex E Under extra charge p294 inside. Is this 4 c + p294 inside or only in one colour p294?

**Answer 18:**

Same as answer 8. Please offer for all publications; 4 colour CMYK, inside and cover.

And additionally as extra charge the additional 5th color pantone blue 294c OSCE logo on cover only. Publication is recto/verso (double-sided print).

**Question 19:**

Business Cards - 800 or 1200 or 2000…

Is this one name with 800 or 8 names with 100 Exp, 12 with 100 or 20 with 100?

**Answer:**

We order mostly 100 or 200 per name.

**Note! All Covers except the Magazine (and factsheet) are printed on the outside only.**

**Note!** Further to the OSCE Magazine, please provide an additional offer for a “Tip-In” insert. The info is added on the technical requirement and another row is added in the excel sheet under: 4. Magazine (in red).

**“Tip-in” insert:** Paper: Colour Fizz “Silver Grey” 80gsm

140 x270 mm (6 cm narrower than magazine format)

Colour: B and W plus OSCE Blue (Pantone 294EC) for Logo/Pages: 4 sides

**Note!**

Acknowledgement Letter (Annex F) to be sent by **4 July 2016 at 17:00 HRS CET** by email at [mirjana.janic@osce.org](mailto:mirjana.janic@osce.org) advising whether or not your company intends to submit a Bid.

Bids must be received by the OSCE at the address shown in paragraph 8 no later than  
**12:00 hours (CET), on 01 August 2016**. Bids received after the designated time will be automatically rejected. **Submission of Bids by fax or email is not accepted**.