

**QUESTIONS RECEIVED ON THE TENDER EESC/COMM/02/2016**

(Last update: 26 August 2016)

Question No and date	Question in full	Reply by EESC
<p><b>1</b></p> <p>Received on <b>21/07/2016</b></p>	<p><b>DOCUMENTATION</b></p> <ul style="list-style-type: none"> <li>You indicate that tenderers already registered with the Contracting Authority are not required to submit certain documents [Tender Specs 1.7/4.1/4.2.1]. Is the Contracting Authority "the European Union"? In other words, as we are under contract with other European institutions and have tendered for other EU agencies and bodies within the past 12 months, does this waiver apply to us?</li> </ul>	<p>As indicated in the draft Framework Contract for Services, the 'contracting authority' is the European Economic and Social Committee. Therefore, in the Tender Specifications' points 1.7, 4.1 and 4.2.1, the term 'contracting authority' is to be understood as a reference to the European Economic and Social Committee.</p>
<p><b>2</b></p> <p>Received on <b>21/07/2016</b></p>	<p><b>IP/RIGHTS RELEASE AUTHORISATIONS</b></p> <ul style="list-style-type: none"> <li>Is it regular practice for the EESC to procure rights release authorisations from all its members who are photographed (by EESC and/or its contractors) at events -- or do you have a generalised agreement from participants beforehand to the use of their image by the EESC? We ask this in order to understand the scope of the work involved in securing authorisations for the use of people's images.</li> </ul>	<p>At the start of their mandate and for every renewal of Members, each EESC Member is requested to sign a general release form for the use of his/her image. Therefore, all activities undertaken in the context of a Member's work for the EESC do not require any additional authorisation.</p>
<p><b>3</b></p> <p>Received on <b>21/07/2016</b></p>	<p><b>TEMPORARY PHOTO STUDIO</b></p> <ul style="list-style-type: none"> <li>Is it expected that the temporary photo studio would be set up on-site at EESC headquarters?</li> </ul>	<p>It is required that a temporary photo studio be set up on-site at the EESC headquarters.</p>
<p><b>4</b></p> <p>Received on <b>21/07/2016</b></p>	<p><b>TEMPORARY PHOTO STUDIO</b></p> <ul style="list-style-type: none"> <li>Will the EESC be providing assistants and coordinators for the photographers working in the temporary photo studio/s, as would be necessary to organise a large-scale portrait shoot?</li> </ul>	<p>It is required that the coordination and organisational parts be dealt with by the contractor.</p>

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<p>5</p> <p>Received on 22/08/2016</p>	<p><b>QUANTIFICATION OF SERVICES</b></p> <ul style="list-style-type: none"> <li>• Could you give us an indication (based on the past: last 6 or 12 months) of the percentage of services in relation to the total quantity: <ul style="list-style-type: none"> <li>– Cover 10 hours</li> <li>– Cover 5 hours</li> <li>– Cover 3 hours</li> <li>– Cover 2 hours</li> <li>– Cover 1 hour</li> <li>– Studio 10 hours</li> <li>– Studio 5 hours</li> <li>– Metadata 10 photos?</li> </ul> </li>   <li>• Still on the basis of the last 6 or 12 months, what was the approximate number of copies: <ul style="list-style-type: none"> <li>– A4</li> <li>– A5?</li> </ul> </li> </ul>	<p>Here are some indicative figures based on services provided in the last 6 months:</p> <ul style="list-style-type: none"> <li>• Photo coverage of events of max. 10 hours 29.4% of total quantity of services</li> <li>• Photo coverage of events of max. 5 hours 32.4% of total quantity of services</li> <li>• Photo coverage of events of max. 2.5 hours 38.2% of total quantity of services</li> </ul> <p>Over the last 12 months, the photo studio has been organised as follows: 1 X services of max. 10 hours and 1 X services of max. 5 hours</p> <p>No metadata services in last 12 months</p> <p>Over the last 6 months, 257 prints were made in A5 format.</p>

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<p><b>6</b></p> <p><b>Received on 22/08/2016</b></p>	<p><b>DATABASE</b></p> <p>Tender specifications, page 11, point 3.3.2. Third paragraph</p> <ul style="list-style-type: none"> <li>• We understand that when your new database is online the contractor will have to “publish” all images on the EESC's website. Is that correct?</li> <li>• If so, can this work be done remotely, or will it have to be done on EESC premises or at a specific work station?</li> <li>• Will the downloading aspect of publication be: <ul style="list-style-type: none"> <li>– automated (photos placed in a file will be processed using routines which will recover the IPTC fields and group the images per reportage)?</li> <li>– manual (with a new capture either for each photo or a new capture to group photos)?</li> </ul> </li> </ul> <p>Have you measured the average time needed to put a 5 hour reportage online, for example?</p>	<p>As indicated in point 3.3.2 of the tender specifications, after the launch of the new photographic database, the contractor will have access to it. Following training, the contractor will have to download the photos to be provided (immediate delivery, delivery of a selection of photos and single delivery for photos taken in a studio) directly from the electronic database and not from the EESC website.</p> <p>This work can be done remotely.</p> <p>As the photographic database has not been launched yet, we do not have any detailed information concerning the arrangements for downloading or the average time for placing online.</p>

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