

Technical specifications: layout services for EEA publications

1. The context of the call for tender

The EEA aims to support sustainable development and to help achieve significant and measurable improvement in Europe's environment through the provision of timely, targeted, relevant and reliable information to policy-making agents and the public.

To achieve this mandate the European Environment Agency has an active publications programme, with over 50 titles published on a yearly basis.

More information on the EEA and the publications can be found at the EEA web site, at www.eea.eu.int.

In this call for tender, the EEA aims to establish the basis for a contract to support the preparation of its publications, and to have an agreement with one or two contractors to provide layout work for a substantial number of reports.

2. The contract

The successful company/companies will be offered a framework contract with the Agency for three years, with the possibility of two renewals of one year each.

On the basis of this framework contract, the company/companies can be engaged by the EEA to perform specific layout work for EEA's publications.

The work will be specified on a yearly basis in a specific agreement that will set the number of pages the EEA plans to contract, in accordance with the rates agreed in the framework contract.

The production capacity is anticipated to be up to 20 publications per year. The total amount of laid out pages is maximum 1500 and the setting up of up to 1000 tables/graphs. These figures are indicative and subject to change according to EEA requirements.

3. The layout work

The layout for the reports has to be done according to the style guidelines established by EEA. A sample layout of a typical report is attached to this technical annex. More examples can be found at the following EEA websites as typical examples of the layout work expected from the contractor:

http://themes.eea.eu.int/showpage.php/area/coast_sea?pg=40553

<http://themes.eea.eu.int/theme.php/issues/chemicals>

The originating documents will be mainly in MS Word format, EEA is using currently Office 2000, under Microsoft Windows 2000. Text is often to be combined with graphs and tables from Excel, together with other illustrative material such as maps or photos.

The lay-outer should have equipment for, and be experienced in, Adobe Page Maker 6.5, Adobe Frame Maker 5.5, InDesign, Photo Shop, Illustrator and Corel Draw on a PC-platform. Upgrading to newer version according to future EEA requirements is a prerequisite.

The contractor should be able to receive, transmit and access material through internet-based services.

4. The offer

Specific prices are requested for:

4.1 Price per page for layout

The original text material is delivered by EEA in MS Word while the graphics are separately made in Illustrator by EEA (example of a typical input text in MSWord is given in Annex IIc). The work has to be delivered to EEA in Pagemaker or Framemaker format and laid out according to the EEA design guidelines, which are illustrated by a reference page in Annex IIa, The price is to be given as a price per laid out page.

4.2 Price for setting up tables and graphs

Original materials are usually Excel-files with raw tables and graphs (example in Annex II d). They should be prepared and presented in Illustrator along the examples presented in Annex IIb.

4.3 Price per cover page layout

The covers consist of one or more stock photos provided by EEA. The layout has to be done along the EEA design guidelines, and delivered in Pagemaker format. A price per laid out cover is to be given.

4.4 Price per hour for making author corrections

Price per hour of correction work by a professional lay outer has to be given.

Please fill all these prices into the table on the following page.

5. Overall conditions

Submission of a tender implies acceptance of the terms specified in our "General terms and conditions applicable to contracts" in all matters not governed by this invitation to tender and waiver your company's own terms of business.

Prices must be in Euro, and VAT must be specified where applicable. Payment terms must be 60 days upon presentation to and acceptance of, an invoice by the Agency.

Price table

Company name:

Name of lay-outer(s) with reference to CV(s) :

Price per page for layout according to EEA design guidelines (see model page in Annex IIb)	Price for setting up a table/graph (see examples in Annexes IIb and d and give an average unit price)	Price for laid out cover page (front cover)	Price per hour for making author corrections