

Clarification Note #5

GSA internal reference: 259024

Procurement procedure: GSA/NP/14/20 New logo for the European Union Agency for the Space Programme (EUSPA)

Question #[1]: The content/attachment of the submission e-mail has to contain, according to §6, two elements/attachments per project : the design project (as pdf?) and the declaration of authorship. However, §2.1.4 on deliverables suggests four elements/attachments: a design project (as pdf?), a version of the logo as .jpg 300dpi, a version of the logo in .EPS and the declaration of authorship. Could you please clarify?

Question #[2]: Which version of the logo should be the .jpg 300dpi ? Should it have the name of the Agency on it, if yes which version?

Question #[3]: Which version of the logo should the EPS file contain ?

Question #[4]: It is stated that all logo propositions should be delivered in PDF format, with logos in EPS. However, files can be saved either as a PDF or as a EPS format, not both at once. Could you please clarify?

Answer to questions 1-4: Two elements per project shall be submitted: the design project (containing the design concept and logos) and the declaration of authorship.

The logos shall be submitted in six versions, namely in three alternatives for the name both in colour and grayscale:

- European Union Space Programme Agency (grayscale and colour)
- EUSPA (grayscale and colour)
- EU Space Programme Agency (gray scale and colour)

All six versions of logo shall be submitted both in EPS files and in 300dpi/jpeg files.

The design concept (description) and the declaration of authorship shall be submitted in PDF.

Question #[5]: Should the different versions of the logo be delivered as separate .jpgs or simply appear next to one another in the design project as .pdf ?

Answer: The logos shall be submitted in 300dpi/jpeg (in addition to EPS).

Question #[6]: The submission should remain anonymous. However, a declaration of authorship cannot be anonymous. Should the declaration be sent as a password protected .pdf / word? Is there a preferred format for this document? Or should I put all documents in a password protected zip/rar archive? One archive per project if I have 2 projects? Preferred formats?

Answer: The declaration of authorship does not affect the anonymity of assessment of proposals because the jury will not have access to it. The declaration can be sent in a PDF document or zip/rar archive protected by a password.

Question #[7]: What does "*with the logo design in EPS including colour spaces in Pantone, CMYK, RGB*" mean ?

Answer: For the formats please see above. The candidates must represent the colors used (for the development of the new logo) in three different color spaces (Pantone, CMYK, RGB).

Question #[8]: Before sending an email again to this address to send the password for the files (after submission), do I have to wait for a greenlight or can I send the password as soon as the submission deadline is passed ?

Answer: No, the password must be sent immediately after.

Question #[9]: Would it be possible to work as a team and to submit the requested files for a team of two people?

Answer: Yes, it is possible.

Question #[10]: Does every of the five finalists will get a contract with a work compensation of 15000 Euro?

Answer: No, the five finalists will be invited to negotiate a contract with the GSA in order for the GSA to procure the logo, for a maximum budget of EUR 15.000 (fifteen thousand euros). Only the winner of the logo will sign a contract for a maximum budget of EUR 15.000.

Question #[11]: It is requested to protect the submission files with a password. Does it mean to send all files in a protected ZIP file?

Answer: Candidates are required to submit the deliverables in the way they consider appropriate respecting the size restrictions (less than 30 megabytes). Candidates may consider zipping the files to optimize the size of the overall project.

Question #[12]: Can you please send me the invitation in Czech language?

Answer: Please see the published Czech translation on the GSA website.

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