

Tender procedure for the provision of services of creating visual identity

Question-Answer

Contract N° 8712/2020/02

BH 8712

Question. Do you expect for the visual identity design to include the visual identity guidelines or a book of standards?

Answer. No.

Question. Banners templates for Internet sites and social media - could you please specify?

Answer.

At least one social media page banner template displays at 820 pixels wide by 312 pixels tall

At least one social media page banner template displays at 1200 pixels wide by 630 pixels tall

At least one banner for internet sites template displays at 820 pixels wide by 312 pixels tall

Question. Printed products - could you please specify?

Answer.

At least one banner to print at 1 metre wide by 2 metres tall .

At least one template of a tri-fold brochure standard size.

Question. Please clarify what does it mean for the identity "to be compatible with the visual identity of the Council of Europe" — does it mean using the same elements, colours or something else?

Answer. Yes, it means to follow all requirements for the visual identity of the Council of Europe, described in the Graphic Charter of the Visual identity of the Council of Europe. This Charter is accessible by the link <https://rm.coe.int/visual-identity-of-the-council-of-europe-graphic-charter/168071e7f3>

Question. Do you expect tenderers to travel to Strasbourg for meetings or are related meetings expected to take place online?

Answer. All related meetings are expected to take place online or a communication could be organised via email.

Question. Could you please confirm that the entity to be invoiced is

Bank address: F-67075 Strasbourg Cedex, France

Bank name: Société Générale Strasbourg

Code IBAN: FR76 30003 02360 001500 1718672

SWIFT Code: SOGEFRPP

Answer. Please use the addresses and bank details in Article 12 – Addresses and bank details of the parties of the Act of Engagement (<HTTPS://RM.COE.INT/AOE-COMPASS-UKRAINIAN-DESIGN/16809F920F&FORMAT=NATIVE>)

Question. Please kindly confirm that the deadline for delivery of all materials is 2 October 2020 that is, ten days from today.

Answer. Deadline for delivery is indicated in the Act of Engagement (2 October, 2020).

Question. The service of this tender is considered an intellectual service?

Answer. The type of the services under this tender is considered as intellectual services.