

## Call for tenders' details

Title: Branded Promotional Items, Merchandised Garments and Apparels Carrying EASO's Visual Elements

Start date: 07/03/2018

Time limit for receipt of tenders: 18/04/2018

Contracting authority: European Asylum Support Office (EASO)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	14/03/2018 17:59	15/03/2018 09:51	Samples	Dear, could you please confirm, we need to provide only the samples mentioned in Annex IV - part 2? Many thanks,	<b>15/03/2018</b> We can confirm that only the samples mentioned in Annex IV Part 2 have to be provided. Please note that the Event pack has to include all the items listed under 1.5.D. of the Specifications (Generic Pen, Seminar Folder, Notepad A5, USB Pen Drive, Paper bag big), pre-packed in accordance with the description.

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#	Submission date	Publication date	Question subject	Question	Answer
2	20/03/2018 16:37	21/03/2018 09:25	selective bidding	Hi, we are manufacturer of apparels from India, can we select items which we manufacture only. What will be the mode of Payments	<b>21/03/2018</b> Selective bidding is not possible. For the mode of payments please see the tender documents.  Please note that participation in this Tendering procedure is only open to natural and legal persons from any one of the EU Member States. Being launched by an EU Agency, this procurement procedure is not opened to the countries parties to the Government Procurement Agreement - GPA.
3	21/03/2018 18:14	23/03/2018 11:37	Request for extension of deadline	Dear procurement officer, Due to the fact that the deadline of submission is just next Orthodox Easter, would you consider granting an extension to the deadline by one week? thank you in advance	<b>23/03/2018</b> The request has been taken into consideration, and the deadline has been extended as requested. A corrigendum to the contract notice will be published shortly.
4	22/03/2018 17:18	23/03/2018 12:19	Pre press fees for promo items	Dear, For the promotional material, in the Price list Part 1 - pre press fees, could you please explain how or why you have estimate the quantities? for example 0,50 for one time set up costs? Thank you,	<b>23/03/2018</b> As described in point 3.15 of the Specifications , the estimated quantities are based on the estimated needs during the first year of the contract. An estimated quantity of 0.50 means that we foresee needing to order this 0-1 time in the first year, or twice in the full four year lifetime of the contract.

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#	Submission date	Publication date	Question subject	Question	Answer
5	26/03/2018 17:08	28/03/2018 11:14	USB pen-drives	Dear, could you please confirm if the item 18. USB pen-drives should also have the pen function?	<b>28/03/2018</b> It is not necessary for the USB drive to have a pen function. The item description is included in Annex I, core items specifications, where no pen function is described.
6	26/03/2018 17:26	28/03/2018 15:13	Tower banner	Dear, could you please give some more details about item 42. Tower banner? are you sure no printing? thank you	<b>28/03/2018</b> The tower banner is not included in the price table, and should also have been deleted from Annex I. This is a clerical error, and a new Annex I has been updated with the tower banner removed, and the numbering corrected.
7	03/04/2018 18:22	04/04/2018 08:59	Quantity clarification	Hi, Looking at Annex V the estimated quantities are showing as 0.50, 10.00, 4.00 please can you confirm these should be interpreted as 500,1000,400. Thank you	<b>04/04/2018</b> The prices in "part 1 Pre-Press" are only a setup cost charged when changing the pre-press layout, due to a change in logotype or a new campaign. We do not foresee changing layout very often, the numbers refer to the number of times per year we estimate needing a new layout for the respective items. For more information on the calculation please refer to question number 4. For the estimated quantities of items needed, please look at the other parts of Annex V.

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8	05/04/2018 10:57	05/04/2018 15:44	QUANTITIES	<p>Thank you for your clarification.</p> <p>To be clear it shows 0.50 (under the estimated quantity) in this section am I to interpret this as 5 changes a year? And respectively should quote for 5 set ups- 0.75 should be 7 and a half..</p> <p>In the same instance 10.00 /4.00/20.00 should be interpreted as 10,4,20? We are unclear on what you are referring to when you mention question 4 please clarify what section this is.</p> <p>Thanking you in advance</p>	<p><b>05/04/2018</b></p> <p>I refer to question 4 under the tab "Questions and Answers", where the same question has already been answered.</p> <p>If we say 0,5 we mean 0-1 time per year, or twice in the lifetime of the contract. 10 means ten times per year or 40 times in the lifetime of the contract.</p> <p>Please, however, note that these are only estimations used for the calculation of reference prices, and do not bind the contracting authority in any way.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
9	05/04/2018 12:16	05/04/2018 16:41	Deadline question!	<p>It is our understanding that the tender date has been extended based on the amended papers. Could you please confirm this is the case? The initial date was 11th April but amended documents show 18th April. I am a bit confused. Kindly clarify... We have received the below email.</p> <p>Dear eTendering user,</p> <p>· The Call for Tenders will be closed in 7 days.</p> <p>Call for Tenders: EASO/2018/632 - Branded Promotional Items, Merchandised Garments and Apparels Carrying EASO's Visual Elements</p>	<p><b>05/04/2018</b> It is correct that the deadline has been extended. eTendering has now been updated, and you can disregard the email. We apologise for the delayed update.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
10	06/04/2018 14:46	11/04/2018 11:20	The sample logo request!	Dear EASO, Thank you for your all your answers. Could we please request the logo to be sent as an eps file? Many thanks,	<b>11/04/2018</b> In Annex IX the logo is available in Adobe Illustrator format. You can export it as .eps file from the Adobe Illustrator document.  If you still request an .eps file please send a message, with the number of the procedure in the title, to <a href="mailto:contracts@easo.europa.eu">contracts@easo.europa.eu</a> as .eps files cannot be uploaded to this site.
11	11/04/2018 13:51	11/04/2018 14:57	Excel Sheet password.	Hello,  The excel sheet for financial figures asks a password. Could you please tell us if we can place it on a different sheet in the same format or what shall we use a password to use the current sheet. Many thanks,	<b>11/04/2018</b> The excel sheet is password locked for fields that must not be filled in or changed.  Please note that comparison prices are automatically calculated, and no numbers have to be manually inserted in the last tab.