

Call for tenders' details

Title: Communication through objects - Production of promotional items

Start date: 27/03/2019

Time limit for receipt of tenders: 17/05/2019

Contracting authority: European Parliament, DG Communication (COMM)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	29/03/2019 17:28	01/04/2019 16:46	15.3. Technical and professional capacity	Dear Sir/Madame, with reference to the above mentioned point, you wrote: "at least one year experience in working with museums and cultural institutions". What do you mean with this request? Is this a request that must be certified? Thank you very much in advance. Best regards	01/04/2019 The one year experience in working with museums and cultural institutions can be justified by providing evidence documents as mentioned in the specifications, point 15.3 (Selection criteria, Technical and professional capacity): ... a) list of the principal services provided and supplies delivered in the past three years, with the sums, dates and clients, public or private accompanied upon request by statements issued by the clients; b) detailed curricula vitae of the persons assigned to the contract indicating the educational and professional qualifications. If you have a certification, you may provide it in your offer.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	29/03/2019 17:44	01/04/2019 16:47	3.13. Value of the contract	Dear Sir/Madame, on the above you wrote: "The total estimated value of the contract is EUR 2.500.000 over four years". On the Invitation to tender, you wrote: five years. Please, could you clarify if the contract is for 4 or 5 years. Thank you very much in advance. Best regards	01/04/2019 The total estimated value of the contract is indeed EUR 2.500.000 over 4 years. As stated in the specifications, the contract shall run for a period of one year and shall be renewed tacitly up to three times on an annual basis,It may be renewed a fourth time for a one year period with the express agreement of the parties in writing (exceptionally)....
3	29/03/2019 18:58	01/04/2019 16:50	15.3. Technical and professional capacity a) list of the principal services provided and supplies delivered in the past three years	Dear Sir/Madam, is there any minimum amount for every contract to the above mentioned list of services and supplies to be provided? Is there a minimum number of contracts? Thank you very much in advance. Best regards	01/04/2019 No minimum amount for every contract nor minimum number of contracts have been required in the specifications for the mentioned technical and professional capacity. As stated in the specifications, the tenderers have to provide "a list of the principal services provided and supplies delivered in the past three years, with the sums, dates and clients, public or private accompanied upon request by statements issued by the clients.
4	01/04/2019 09:57	01/04/2019 16:53	Annex III to VII	Dear Sir/Madam, is it possible to have all annexes in word format or pdf editable? Thank you in advance. Best regards	01/04/2019 Yes, the requested annexes have now been submitted for publication

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#	Submission date	Publication date	Question subject	Question	Answer
5	01/04/2019 10:18	01/04/2019 16:54	Samples	Dear Sir/Madam, should we send samples with the logo or without logo? Should the logo be that of the Parliament or can samples be sent with a different logo? Thank you in advance. Best regards	01/04/2019 The tender documents do not precise if the sample should be with logo or without logo, with EP logo or with a different logo. It is up to the tenderers to decide of the presentation of the samples.
6	03/04/2019 16:12	11/04/2019 15:41	Price list Annex I a - specification for each item	Dear Madam or Sir, could you please provide more spécifications about the products? - Technical description (material, size, color,...) or pictures. - We also need to know the branding you would like to have on each item (this will impact the price) - Do we need to include the 24 different languages for each item in the price? Thank you,	11/04/2019 A new price list has been uploaded and include further specifications about products. Indications on branding details can be found in Annex IX, Consistent Communication Brand Book. As mentioned in Annex I (a) price list: "Prices quoted must be expressed in euros and they must cover all costs of production, follow-up of the production, quality control, design control, packaging, logistics including storage and distribution of the ordered products and delivered products (production in 24 languages)".

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#	Submission date	Publication date	Question subject	Question	Answer
7	03/04/2019 12:25	11/04/2019 15:43	Samples	<p>Dear Sir/Madam, below some questions related to the samples: 1. Umbrella: what kind of umbrella? walking umbrella? folding umbrella? colorful umbrella? with printing only on one side? 2. foam text: how many decorations per sheet? Sheet size? must be customized or can they be generic? 3. Erasers: Does the rubber have a particular shape? Print on one side only or both? 4. Mugs: should it be in assorted colors? print logo on one side only? 5. decor paper: is it a type of wrapping paper? what size should the sheets have? should it be adhesive? 6. key-rings: should they have a particular shape? print logo only on one side or both? 7. clip board: it's the classic folder with sheet clip holder, right? also in this case must it have a particular color? logo printing on one side only? 8. branded Running T-shirts: do they mean long or short sleeves? man? woman? child? assorted sizes? color? print logo on the source? on the back? logo size? 9. branded Running T-shirts: Do they mean short-sleeved or just a</p>	<p>11/04/2019 Annex I (a) price list has been replaced by a new version and include further specifications about promo items.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
				Do they mean short-sleeved or just a singlet? 10. Customized glass bottles: 1 lt glass bottle? transparent color or colored glass? Thank you very much in advance. Best regards	

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#	Submission date	Publication date	Question subject	Question	Answer
8	03/04/2019 12:26	11/04/2019 15:44	Samples	<p>11. Metal boxes of chocolates or equivalent gadget: Box size? form? 12. usb key: memory stick capacity only 2 gb or do we have to do more versions? 13. Pin: Should we follow a particular form? size? 14. bag-textil rucksacks: backpack size? color? logo print on the front? size logo? 15. bag - textile tote: backpack size? color? logo print on the front? size logo? 16. document folders: is there a particular model that is required? 17. bag - paper (eco): bag size? color? print logo on the front or on both sides? size logo? 18. booklets for kids: booklet size? number of pages? should the internal pages be colored or colored? 19. colouring pencil: how many colors per set? 20. Badges: do we have to follow a particular form? size? 21. Customized A5 notebook: Number of internal pages? personalization only on the cover or even on the pages? 22. Branded balloons: Inflatable ball? soccer ball? diameter? print logo only in one location? 23. bracelets with logo: do they mean silicone or fabric bracelets (like those at concerts)?</p>	<p>11/04/2019 Annex I (a) price list has been replaced by a new version and include further specifications about promo items.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
9	12/04/2019 11:10	15/04/2019 16:30	Price list - 24 languages	concerts)? Dear Madam or Sir, could you please confirm the price for each item must include the printing of your logo and text in 24 languages?? Ex: 100 umbrella printed in 24 different languauges? Option 1: 100 umbrella with 24 languages, this means 4,16 umbrellas per language? and thus a fix cost per language Option 2: 100 umbrellas per language? this means price include 1 language Normally there is a minimum quantity (ex: 100pcs) per language, is that an option? Please confirm. Thank you,	15/04/2019 The price for items does not have to include price for items holding text in 24 languages but the contractor should take into account that the text could be translated in 24 languages. The items are meant to be distributed in the different EU member states.

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10	09/04/2019 16:53	16/04/2019 11:10	Case study price	Dear Sir/Madame, with reference to the price for the case study we would like some clarifications. In particular, in the form the quotation for a unit is required. Is a unit intended as a prototype? Furthermore, we have difficulties regarding the listing of 10,000 units. This is because there is a considerable price difference for product requests of less than 1,000 units, 3,000 units, 5,000 units and between 5,000 and 10,000. Therefore, in your opinion, how should we behave with this quotation? In the sense, what quantity should we keep in reference? Thank you very much in advance. Best regards	16/04/2019 Please note that an updated table Annex I (b) Case study has been uploaded. The economic operators have to fill in all the grey cells, sending a best price offer for each proposed item according to the different ranges of quantities. There is no quantity reference, this will depend on the proposed items which are not known at this stage.
11	16/04/2019 11:59	17/04/2019 11:38	Deadline for submission of tenders	Dear Sir/Madam, due to the complexity of the Tender procedure and the coincidence with the Easter holidays, we would like to request a postponement of the two week Tender deadline. Thank you very much in advance. Best regards	17/04/2019 Please note that given the EP needs for communication objects soon, the tender submission deadline cannot be postponed

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#	Submission date	Publication date	Question subject	Question	Answer
12	12/04/2019 11:03	17/04/2019 11:47	Price list - number of colors to be printed.	Dear Madam or Sir, thank you for the new price list! Could you please specify the number of colors for each item? 1 col? 2 col? full color? We really need that to be able to make the quotation. Thank you,	17/04/2019 For all the products for which the number of colours has not been specified in Annex I (a) price list, the tenderers have to take into account maximum 2 colours.
13	16/04/2019 12:32	17/04/2019 17:36	Q&A n. 9	Dear Sir/Madam, you wrote: The price for items does not have to include price for items holding text in 24 languages but the contractor should take into account that the text could be translated in 24 languages." Do you mean that from time to time for each individual order the language or languages will be specified? Therefore, not quoting the price for the print languages, will this be paid in addition to the quotation price? Thank you very much in advance. Best regards	17/04/2019 Yes indeed, the price should include the cost for printing the language. The language printing cost won't therefore be paid in addition.
14	16/04/2019 18:59	17/04/2019 17:46	Annex I (a) decor paper	Dear Sir/Madame, you ask for a decor paper: Width: 1,5-2 m; lengths (all together) 250 m. Quantity: 600 You mean 600 roller paper x (width 1,5 - 2 m and lengths 250 m)? For all together you mean all 600 roller? Thank you very much in advance. Best regards	17/04/2019 600 is an estimated number of decor paper (specified in the price list) which might be ordered over a period of 4 years.

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#	Submission date	Publication date	Question subject	Question	Answer
15	23/04/2019 09:52	10/05/2019 12:19	Annex 1a - Notebook and lanyard	Regarding the 2 following items may we ask you some more info : 1) Lanyard: what is the requested width? Does you need a clip lock system to take off the clip part? 2) Notebook A5 (item 36): you mean by that a notebook similar to A Moleskine one?	10/05/2019 1) 2 cm width; yes we need the clip. 2) The size is A5; simple structure.
16	22/04/2019 16:24	10/05/2019 12:24	Annex I (a) - requested items	Thanks for adapting the Annex Ia. Regarding a few items we still have a few questions: 1) Item 20: is the size really 40 x 15 x 35 cm? For such kind of backpack normally there is no gusset 2) item 21: size is quite big, are you sure this is the correct one? 3) Item 24: you ask price for A4 and A5 size but there is only one line. Which of the 2 should we quote or could you add a line? 4) are item 13 and 25 the same (only quantity changes?) 5) Item 31: by a 45-50 mm badge you mean a round badge with a needle? 6) Item 35 is not on the list? Normal or is the line hidden in Excel?	10/05/2019 1) Try to respect the requested size. 2) The size of the bag is 38x42,with long handles. 3) Please, add an offer for both sizes. An extra line was added to the updated price list. 4) Yes, they are the same. 5) Yes. 6) It is normal, it is just a mistake in counting.

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17	25/04/2019 10:31	10/05/2019 12:27	related to question 13 and printing in 24 languages.	almost 3 times the price This is a rough example to explain how complicate it is to give a price who is the same if once you order in 1 language and once in 24. If we put to high prices and that you use those ones for the contract it could also not be fair/competitive for you. Wouldn't it be possible to take a 2 col printing into account in 1 language expect where you clearly specify it (like for the cotton bags)? This to give you the most competitive price.	10/05/2019 To your question "Wouldn't it be possible to take a 2 col printing into account in 1 language expect where you clearly specify it (like for the cotton bags)", the reply is no. We would like to remind that it is up to the tenderer to come up with a price, based on the information provided in the tender documents.
18	13/05/2019 08:04	13/05/2019 11:49	Updated Annex 1a	Dear Sir/Madam, Could you put the new version of Annex 1a online please? With the 2 new lines for the bags. Thanks in advance	13/05/2019 The updated price list has been published on 10.05. 2019Please see list of documents.
19	02/05/2019 15:32	13/05/2019 12:08	Price list. Request for clarification article 5	Dear, Could you please confirm what you are looking for regarding article 5? Decor paper (wrapping paper, textile/tissue touch, resistant, adhesive, for dressing tables for event. Roll paper as nap) Is it wrapping paper or textile paper for tables? please confirm the size you would need? Size per roll? Thank you	13/05/2019 The question has been already answered on 11.04 (updated price list) and the details can be found in the last price list Annex I(a) published on 10/05/2019.