

**Questions and answers to the call for tender  
EESC/COMM/04/2015  
Promotional items**

Question	Date	Text
1	21/10/2015	<p><b>Q: We are studying the Tender for Promotional items (Ref.: EESC/COMM/04/2015) and we need the below clarifications please: Paragraph 3.3 from the Tender Specifications states that the delivery of the items must be within 20 days of issuing the order. Furthermore, the price Table (Appendix 1) states that the units can be anything from 200pcs to 25,000pcs and Paragraph 4 of the 'Tender Specification' states that the Quantities can even be higher. This implies that we will need to have the items available in stock to give us enough time to print your logo and deliver the items to you. So we will need to pre-order the specified items from our factories and this process alone takes 2-3 weeks. Would the Committee be able to confirm the total quantities it is planning to order at the beginning of each year for the whole year? By doing so we will order and have in stock in our warehouse these quantities and we will be able to deliver within 20 days from receiving each order.</b></p> <p>A: The tender specifications state in point 3.3 that "<i>the delivery period shall not exceed 20 working days. In accordance with article I.4.1 of the draft framework contract annexed to these Tenders Specifications, "delivery period" for the purpose of this call for tenders means the time needed by the contractor to supply the customised items, i.e. the time between the validation of the digital visual ("pass for press") by the EESC and the delivery of the customised items at the EESC premises.</i>" The 20 working days count as of the date on which the EESC gives its approval of the customisation as shown on the digital proof.</p> <p>The EESC cannot at the beginning of each year confirm the total quantities it plans to order. Point 4 of the Tender Specification gives some examples of quantities for some items. In any case, only quantities confirmed by an order form will, according to point 3.2 of the Tender Specifications, be binding.</p>
2	21/10/2015	<p><b>Q: Would the Committee be able to confirm the logos to be printed on each item at the beginning of each year? We understand that we will first send samples/digital designs for approval/modifications before a final confirmation is given to us.</b></p> <p>A: The logo or logos to be used for a given order are only decided on when placing the order. It is therefore not possible to confirm the logos at the beginning of the year. The logo files annexed to the tender specification give an idea of the type of logos which can be asked for by the EESC.</p>

3	12/11/2015	<p><b>Q: Regarding point 3.4.4 catalogue, the items in the catalogue don't need to have the same or lower price as the offered 12 items? Correct? So for the items in the catalogue we can also offer similar type of products with higher price?</b></p> <p>A: Indeed, the items in the catalogue can have prices which are higher and/or lower than the price of the main item for which you are providing a sample. However, they shall be low value products as indicated in point 3.4.1. Moreover, according to point 3.4.4 of the tender specifications, the items in the catalogue must comply with the criteria listed in point 3.5, including the maximum value set up for 4 of the items (LED equipped key ring, mug, pocket bag/organiser and document carrier).</p>
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