

CLARIFICATION no. 1

Procurement procedure CEPOL/PR/OP/2015/004 – Supply of CEPOL promotional products

Question 1

Do we have to pre-produce the requested articles? Do they have to be stored in our warehouse?

Answer 1

The tenderer's attention is drawn to the fact the signature of the framework contract imposes no obligation on CEPOL to purchase any minimum volume of promotional products. Only the quantities ordered by CEPOL through signature of order forms will be binding on CEPOL. For more details of the ordering process please refer to section **B.1.3.e. Ordering procedure** of the tender specifications.

Once CEPOL sends a quarterly or annual order form, it will be up to the contractor to decide whether to pre-produce all the items listed in the order form and to store them in their warehouse or to produce just the necessary quantity in due time before the delivery to a particular beneficiary in a member state. If the contractor decides to pre-produce the items, they shall be stored at the contractor's warehouse before being delivered to the delivery address.

Regardless of the contractor's choice whether to pre-produce or not the promotional materials, the unit price applicable to each item in the order form will be the one corresponding to the total quantity of the ordered items. For example:

- In the financial proposal (see Annex II to the tender specifications) the tenderer quotes the following unit price for a generic pen:

Promotional product	Unit price, if order size is 10 – 100 units	Unit price, if order size is 101 – 500 units	Unit price, if order size is 501 – 1000 units	Unit price, if order size is 1001 – 2000 units	Unit price, if order size is more than 2000 units
Generic pens ¹	€0.40	€0.35	€0.30	€0.25	€0.20

- After signature of the framework contract, CEPOL sends a quarterly order for 550 generic pens in September 2015 with the following delivery schedule:
 - o 150 pens, delivery to Germany between 15-30 October 2015
 - o 50 pens, delivery to France between 15-25 November 2015
 - o 100 pens, delivery to Spain between 10-30 November 2015
 - o 200 pens, delivery to Lithuania between 1-20 December 2015
 - o 50 pens, delivery to Poland between 1-20 December 2015
- The applicable unit price for each generic pen will be the one corresponding to the order size of 501 – 1000 units, i.e. €0.30 per unit, as the total ordered quantity is 550 pens.

¹ Please note that the prices in this example are for demonstrational purposes only!

- The invoice shall be sent to CEPOL once all the deliveries corresponding to the quarter October – December 2015 are completed.

Question 2

Is there a minimum order quantity each order?

Answer 2

As indicated in section **B.1.3.e. Ordering procedure** of the tender specifications, CEPOL will order a minimum quantity of 10 units per each promotional product included in the order form.

Question 3

Do the 13 countries order independently? If so, are the logos different?

Answer 3

All promotional products will be ordered by CEPOL, however the delivery addresses may be in any of the EU member states.

The artwork printed on the promotional products, and in particular the CEPOL logo, will generally be the same for all promotional products. However, the artwork may need to be changed or adapted during the contract duration, for example in case of rebranding of CEPOL or when specific adaptation of the artwork would be needed for a particular event. In case of artwork adaptation for an item that has already been ordered in the past, the one-time setup fee may be charged again, as indicated in section **B.4. THE CONTENT OF THE FINANCIAL PROPOSAL** of the tender specification (see 4th bullet point under **NOTES TO THE FINANCIAL PROPOSAL**).