



## CLARIFICATION no. 2

Negotiated procurement procedure CEPOL/PR/NG/2015/007 – Rebranding of CEPOL

### Answers to questions sent by potential tenderers

#### Question 1

Do we understand correctly that at this stage it is NOT required to present 3 different logo designs?

#### Answer 1

The tenderers are not required to provide logos at this stage. The tenderers are required to describe how the execution of the tasks and provision of the deliverables will be organised and how the objectives of the contract will be achieved. In this context, the tenderers could provide ideas on how they would see a new logo for CEPOL (although this is not mandatory).

Please refer to the Technical Proposal Form (Annex II to the tender specifications) for more details on the content and format of the technical proposals.

#### Question 2

Do we understand correctly that the contracting party is the European Police College / CEPOL, registered in Hungary? We are asking this question because of VAT-applicability – if the contracting party is registered in Hungary, a 27% VAT is applicable for all services requested within the framework of the contract.

#### Answer 2

The contracting authority is the European Police College (CEPOL), an EU Agency with its headquarters in Budapest, Hungary.

CEPOL is, as a rule, exempt from all taxes and duties, and in certain circumstances is entitled to a refund for indirect tax incurred such as value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.

Tenderers must, therefore, give **prices excluding the VAT**. Where applicable, **the amount of VAT must be indicated separately**.

#### Question 3

Could you please give us the approximate number of stakeholders for Stage 1, Research and Analysis? We need this information for calculating the duration and expenses of the research phase.

#### Answer 3

The stakeholders are National Contact Points, Governing Board members, Member State police colleges and other European Union's institutions and agencies. The stakeholders are divided in 4 groups. For example, surveys will have to be sent to around 150 people, but other part of the research will not require such a big reach.



**Question 4**

Does CEPOL have a current Corporate Identity Manual?

**Answer 4**

CEPOL does not currently have a Corporate Identity Manual – this will have to be created from scratch.