

Questions and answers (answers are marked in red)

LOT 1 (Printing of project publications and materials):

1. Provision of prepress preparation and layout services - does this mean that the designer will have to make a design layout on our part? Do you provide a ready-made layout in a PDF file for printing?

It will be necessary to make a design layout. For some publications, we have layouts, for other publications, we only have Word/PDF files – you will need to develop a layout for them. For more information on each specific publication, see the table in the Act of Engagement.

LOT 2 (production of branded visual / souvenir products)

2. In what colour scheme is the production of branded visual / souvenir products envisaged?

Choice of colours in accordance with the standards of the Council of Europe (blue and white, blue with yellow, silver with black, etc.). Specific colours will be agreed with the selected supplier.

3. What should be the material and design of branded pens?

It should be metal or high-quality plastic, blue ink

It is desirable that the handle was metal with a stylus for touch screens - as in the example below:



The final design and colour will be discussed and agreed with the selected supplier, the supplier can offer their own design for approval by the project team

4. What should be the material and design of branded design bags?

It is desirable that it was a bag made of natural fabric (e.g., canvas), as in the sample below. It is provided for the design of the bag using the project banner:



The final design and colour will be discussed and agreed with the selected supplier, the supplier can offer their own design for approval by the project team

5. What should be the material and design of branded USB sticks, 32 GB?

Preferably high-quality plastic - a sample model in the figure below:



The final design and colour will be discussed and agreed with the selected supplier, the supplier can offer their own design for approval by the project team

6. Branded business cards for 20-25 business cards - can you specify which type / model?

These should be business cards for our business cards (20-25 business cards) in the form of a case (stainless steel, with a presentable look)



The final design and colour will be discussed and agreed with the selected supplier, the supplier can offer their own design for approval by the project team

7. The price must be specified in euros? and issue an invoice in euros?

Yes, all prices and payments are in euros. In addition, in the table with information about the supplier, you must provide bank details of your account in Euro.

8. The price should be indicated in euros without VAT, and the invoice will contain the price with VAT?

In the column Fees without VAT specify the price without VAT, in the column Fees with VAT specify the price including VAT.

In the line TOTAL ► specify the total cost without VAT and with VAT, respectively.

9. Where is the run / number of copies indicated in the table of the proposed fees in the Act of Engagement?

The run / number of copies is indicated in the "Number of Units" column

10. In the table, the price for 1 pc should be indicated, or the cost of the entire print run?

The table should indicate both the price for 1 pc and for the entire print run.