

1. **Question:** we are interested in these products; can we know the quantity please?

Lot 2: Printing services:

- Printing of recyclable brochures (regular A4, A5) B&W; Paper: 100 gr; Binding: staple optional per page
- Printing of recyclable brochures (regular A4, A5) colour; Paper: 100 gr; Binding: staple optional per page
- Printing of publications and various Project reports (Size: B5, A4, A5 Print: B&W; Paper: 80 gr; Cover: 300 gr. Color; Binding: glue binding (staple optional); recyclable material
- Printing of publications and various Project reports (Size: B5, A4, A5 Print: color; Paper: 80 gr; Cover: 300 gr. Color; Binding: glue binding (staple optional); recyclable material
- Printing of recyclable pens (standard pens with logo of the project) – per unit
- Printing of recyclable notebooks (standard A5) 50 pages, Cover: 300 gr. Color; Binding: glue binding – per unit
- Printing of recyclable folders (standard A4) recycled paper – per unit
- Printing of roll up Banner 0.85 x 2 m– per unit: recyclable material
- Printing of certificates (project logo) – per unit
- Printing of folding umbrellas, microfibre polyester, manual open/close, handle; wood, Weight; 220g, Diameter when opened; 84cm, Length when closed; 17.5cm – per unit; recyclable material
- Printing of T-shirts, with project logo, size: S, M, L, XL – per unit
- Printing of mugs, ceramic, with project logo, 10 and 8.2 cm – per unit
- Printing of USB sticks, with project logo, 32 GB – per unit; recyclable material

**Answer:** Under Framework Contract quantities are unknown at this stage and once the tender procedure is completed a maximum of three companies can/will be selected under each LOT. Once the procedure is finished, the ordering procedure will be done as explained below under Article 2 of the tender file. Prices/fees in the AoE should be indicated per 1 unit, per 1 design or per 1 page (as indicated under each line item in the AoE).

**FEES**

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review.

The Council will indicate on each Order Form (see Section D below) the number of units ordered, calculated on the basis of the unit fees, as agreed by this Contract.

**HOW WILL THIS FRAMEWORK CONTRACT WORK? (Ordering PROCEDURE)**

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s), by post or electronically, on an as needed basis (there is therefore no obligation to order on the part of the Council).

**POOLING OPTION:**

Pooling

For each Order, the Council will choose from the pool of pre-selected tenderers for the relevant lot the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

- quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
- availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
- price.

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it signed to the Council within 3 (three) working days after its reception. If a Provider is unable to take an Order or if no reply is given on his behalf within that deadline, the Council may call on another Provider using the same criteria, and so on until a suitable Provider is contracted.