

## Questions and Answers

Reference Number 046-018

Printing services, supply of visual identity materials and layout design of publications

*Question:*

Please clarify: do we offer all quantities for all USB options?

E.g. USB 8 GB – 100, 200, 300

USB 16 – 100, 200, 300

USB 32 – 100, 200, 300?

*Answer:*

Yes, it is necessary to provide a price for each listed quantity and size.

*Question:*

Is a standard promotional package: a pen, notebook, folder, banner, etc. to be offered for the below listed item? Or a set of services is included?

11	Promotional materials for conferences	No specification for the moment. We expect expression of readiness for quick production, and delivery date to the venue defined by the RCC or its	As per order
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*Answer:*

At this point we cannot provide specifications for this item. This may relate to any item in your offer which we had not previously listed in the tender. You may attach your catalogue(s) and provide an indicative delivery time.

*Question:*

Could you give me informations about colour and design?

*Answer:*

Please prepare your offer in accordance with the instructions provided in the Tender Dossier. You may provide us with samples of your previous work. RCC colours and logo can be reviewed at

[http://www.rcc.int/files/user/docs/brochures/RCC\\_Visual\\_Guidelines\\_for\\_External\\_Parties.pdf](http://www.rcc.int/files/user/docs/brochures/RCC_Visual_Guidelines_for_External_Parties.pdf)

Tie	Material: silk; size: standard; customisation area: suitable for printing visual identity information (logo); each item is to have its own package customised with logo and contact details
Scarf	Material: silk; size: approximately 40x160cm; customisation area: suitable for printing logo; each item is to have its own package customised with logo and contact details

*Question:*

Please clarify: which colour is used for these two items?

No	Item	Technical details	Quantity (max. annually)
1	Envelope for greeting cards	Size: 176x124 mm; with logo in colour	100, 500 or 1,000, as per order
5	Memorandum	Containing logo and address; colour print	100, 300, 500, 1,000, or 2,000 as per order

*Answer:*

Please prepare your offer in accordance with the instructions provided in the Tender Dossier. RCC colours and logo can be reviewed at [http://www.rcc.int/files/user/docs/brochures/RCC\\_Visual\\_Guidelines\\_for\\_External\\_Parties.pdf](http://www.rcc.int/files/user/docs/brochures/RCC_Visual_Guidelines_for_External_Parties.pdf)

*Question:*

The first one - Proposal we will send by Post Express. Am I right?

*Answer:*

Please read the explanation in Section 1.8 of the Tender Dossier

#### 1.8. SUBMISSION OF PROPOSALS

Proposals must be submitted by 8 November 2018 by 17.00 Central European Time.

Proposals for LOT1 and LOT2 are to be hand delivered or sent via post mail (registered mail) or express mail providing the bid is received by the above date and time to the following address:

Regional Cooperation Council Secretariat

Attention to: Administration Department

Trg Bosne i Hercegovine 1/V

Building of the Friendship between Greece and Bosnia and Herzegovina

71000 Sarajevo, Bosnia and Herzegovina

Proposals must be submitted using the double envelope system:

An outer parcel or envelope containing two separate, sealed envelopes - one titled "Envelope A - Technical Offer" and the other "Envelope B - Financial Offer".

Any infringement of these rules (i.e., unsealed envelopes or references to price in the technical offer, surpassed tender deadline, etc.) is to be considered a breach of the rules, and will lead to rejection of the proposal.

The outer envelope should carry the following information:

- Address for submission of tenders, as indicated above;
- Reference code of the tender procedure to which the tenderer is responding;
- Title "Not to be opened before the tender-opening session";
- Name and address of the tenderer.

Proposals for LOT 3 may be submitted via e-mail address to: [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int)

Please make sure that the bid is submitted in two separate folders one containing Technical Offer and the other Financial Offer. The documents should be submitted in a form of copies of the originals.

Bids submitted after the deadline for submission will not be considered.

*Question:*

Does our company has to register online for this tender?

*Answer:*

On-line registration is not foreseen.