

## **TECHNICAL SPECIFICATIONS**

**Annex II to invitation to tender no  
Frontex/OP/358/2017**

**Office materials with Frontex corporate identity**

## 1. Specific information

The following products will be covered by the contract.

Please note that the estimation of the minimum quantity of products refers to 4 year period:

	Type of supply	Specification	Estimated minimum quantities
1.	Invitation card	Paper size: A6 (to fit C6 envelope) Colour: white Paper density: 160-180g/m2, deluxe coated matt paper Print: 4+0 Colours: Pantone 2925, Pantone 376C, Pantone Reflex Blue, Pantone Yellow	3000 pcs
2.	Compliment slip	Paper size: 1/3 A4 (to fit DL envelope) Colour: white Density: 160-180g/m2, deluxe coated matt paper Print: 4+0 Colour: Pantone 2925, Pantone 376C, Pantone Reflex Blue, Pantone Yellow	3000 pcs
3.	Envelopes: Regular DL Regular C6 Regular C5 Regular B4 Regular C4	Paper colour: white Paper density: 80g/m2 Sealing: self-seal Window: no Print: 1+0 Colour: monochrome in Pantone Reflex Blue or Black Text: Frontex logo with Head Quarters postal address: Frontex, European Border and Coast Guard Agency, Plac Europejski 6, 00-844 Warsaw, Poland  [postal address may change, selected contractor will be provided with new project of envelopes]	70 000 pcs

4.	Notebook with horizontal opening glued	<p>Format: A5 and A4</p> <p><b>FRONT COVER:</b>  Paper: cardboard matt 200g/m2  Print: 1+0 (Pantone 2925 / Pantone 376C / Pantone Reflex Blue / Pantone Cool Grey 10 C)</p> <p><b>BACK COVER:</b>  Cardboard, no imprint</p> <p><b>INSIDE PAPER:</b>  Paper: plain, lined, squares, dotted 30 sheets, 80g/m2, 1+0 (colour: Pantone 2925 / Pantone 376C / Pantone Reflex Blue / Pantone Cool Grey 10 C)</p>	<p>45 000 pcs  =</p> <p>19 000 pcs A4 format  26 000 pcs A5 format</p>
5.	Notebook with vertical opening	<p><b>COVER version one:</b>  Paper: cardboard hardcover minimum 1.9mm.  Colour: e.g. blue (Reflex Blue), green.  Binding: stitched, lie-flat opening.  Logo imprint: 1+0</p> <p><b>COVER version two:</b>  Flexible cover binding (Dutch binding), with rounded corners, elastic closure.  Cover with logo pressings.  Colour: e.g. blue - Reflex Blue, green.  Expandable inner pocket in a matching colour to the inside contents.  Binding: stitched, lie-flat opening.</p> <p><b>INSIDE PAPER:</b></p>	<p>37 000 pcs</p> <p>1<sup>st</sup> type of the cover x 5  000 pcs  2<sup>nd</sup> type of the cover x  32 000 pcs</p>

		Paper: white, lined, 64 <u>pages sheets</u> (print 1+0) + 7 <u>pages sheets</u> (print 2+0) + 3 <u>pages sheets</u> for maps (print 6+0), 80g/m2	
6.	Folder A4 with inner pocket	Paper: cardboard minimum 350g/m2 with white backside, covered with matt foil Prefolded Inner pocket for documents Print: 1+0 (colour: Pantone 2925 / Pantone 376C / Pantone Reflex Blue / Pantone Cool Grey 10 C)	20 000 pcs
7.	Folder A4	Version 1 Paper: cardboard double-side matt covered 350g/m2 Foiled with matt foil Format A3 folded to A4, prefolded Print: 1+1 (colour: Pantone 2925 / Pantone 376C / Pantone Reflex Blue / Pantone Cool Grey 10 C) Version 2 Paper: solid-coloured cardboard, raw 300-400g/m2 in dark blue or similar colour Format A3 folded to A4, prefolded Print: 1+0 Colour: White or Silver	10 000 pcs
8.	Clipboard for A4 format	Hard cardboard base + metal clip from the top (metal clip is on the back side of the cover). Foiled with matt foil. Print: 1+1. (colour: Pantone 2925 / Pantone Reflex Blue)	3 000 pcs
9.	Ring binder	Format: A4, portrait format	8 000 pcs

		<p><b>COVER:</b></p> <p>Hard cardboard construction</p> <p>Optionally: Outside foiled with durable foil (PVC or other)</p> <p>70-75mm or 50mm spine width</p> <p>Pocket for removable label (100 x 50mm or 100 x 40mm) on the spine</p> <p>Colour in two options:</p> <ol style="list-style-type: none"> <li>1) Print: 1+0 (Pantone Reflex Blue) - for durable PVC</li> <li>2) Print: 1+0 (Pantone 2925 / Pantone 376C / Pantone Reflex Blue) - for standard hard covering</li> </ol> <p><b>MECHANISM:</b></p> <p>Metal double ring with lever arch mechanism</p> <p>Metal compressor bar</p> <p>Metal finger pull lining</p> <p>Metal reinforcement of bottom edge and two reinforced cut-outs (at the rings) on the front cover acting as a blocking mechanism</p>	
10.	Labels for ring binders	<p>White cardboard, 120g/m2</p> <p>Print: 1+0</p> <p>Colour: Pantone Reflex Blue</p>	8 000 pcs
11.	Pen	<p>Type: Ritter Glossy and Ritter Glossy Transparent</p> <p>Colour: night blue (non-transparent), blue or green grass (transparent)</p> <p>Material: plastic with metal clip; standard filling</p> <p>Three options of logo imprint:</p> <p>Logo 1<sup>st</sup>: 1+0, white on the pen</p>	30 000 pcs

		<p>Logo 2<sup>nd</sup>: engraved on metal clip with 1+0 white imprint on the pen</p> <p>Logo 3<sup>rd</sup>: printed on one colour on metal clip, 1+0.</p>	
12.	Stickers	<p>Material: foil</p> <p>Format:</p> <p>46 x 63 mm</p> <p>25 x 45 mm</p> <p>99 x 67 mm</p> <p>A5 landscape</p> <p>Print: 4+0 (Pantone 2925, Pantone 376C, Pantone Reflex Blue, Pantone Yellow)</p>	<p>4000 pcs =</p> <p>1000 pcs each type</p>
13.	Branded adhesive tape	<p>Material: foil</p> <p>Size: 48 mm x 60 m</p> <p>Colour: Pantone Reflex Blue</p>	1 000 pcs
14.	Pencil	<p>Colour: solid black</p> <p>Black stained wood</p> <p>Ergonomic triangular shape with raised black dots for secure, non-slip grip</p> <p>Surface covered with water-based varnish</p> <p>Break-resistant</p> <p>Length: 170 mm</p> <p>Logo/overprint: in one colour</p> <p>Degree of hardness: 2 ½ = HB</p>	4 000 pcs

## 2. Ordering and delivery

All specific orders issued by Frontex under the contract will indicate the type of product(s) ordered, exact quantities and delivery period agreed in advance with the contractor.

The supplies must be delivered to Frontex seat in Warsaw, currently located at Plac Europejski 6. If, during the contract performance Frontex changes the seat to another location in Warsaw, all deliveries should be made to the new address.

In such a case also, the data printed on all products (i.e. postal address of Frontex) will need to be corrected. The request for change will be notified to the contractor in advance and the new/corrected visualisation agreed with the contractor. The correction of the address must be included in price and will not be reimbursed separately.

### Appendix: products technical details and visualisations