

# Technical specifications

Annex II to the Invitation to Tender

Frontex/OP/195/2021/KM

## Provision of Frontex corporate calendars

## 1. Background information

The European Border and Coast Guard Agency (Frontex) was established by the Regulation (EU) 2019/1896 of the European Parliament and of the Council of 13 November 2019 on the European Border and Coast Guard and repealing Regulations (EU) No 1052/2013 and (EU) 2016/1624 to ensure European integrated border management at the external borders with a view to managing the crossing of the external borders efficiently.

Further information about Frontex can be found on the Agency's web site [www.frontex.europa.eu](http://www.frontex.europa.eu)

## 2. Subject

### 2.1. Scope

During this Contract the Contractor shall provide to Frontex design, printing, bookbinding, and delivery of Frontex corporate calendars in line with requirements presented in point 3 below.

Frontex paper calendars are corporate visual identity product distributed to Frontex staff as well as external recipients from border and coast guard functions as well as EU institutions and international organizations. The high quality of products is indispensable in this contract.

The volume, scope and total value of separate orders under the framework contract will depend on the actual needs of Frontex. The Agency is not able to commit to orders of specific volume.

*Table 1. Estimated quantities of products covered by the contract.*

	Product	Estimated quantity for all 4 years of contract duration
1	Agenda 1 - big	6000
2	Agenda 2 - small	8000
3	Double-sided calendar	6000
4	Wall calendar	4000
5	Desk-pad calendar	4000
6	Box for calendars	800

Frontex reserves the right to modify the products requested under the contract within maximum 20% of the total value of the framework contract. The modifications can concern any calendar type and size. Also, additional services can be requested within the mentioned 20% related to the design and layout of the new types of calendars.

## 3. Description of the services and supplies

Design, printing, bookbinding and delivery of corporate calendars in line with the following specification:

### 3.1.1 Agenda 1 - big

Description of the cover:

- Format: 16±1 x 25±1 cm.
- Flexible cover binding (Dutch binding), Moleskine-type, with rounded corners.
- Cover with logo pressing or UV foil application in one colour (maximum price should be indicated).
- Colour (e.g. blue, black or grey).
- Ribbon bookmark.
- Expandable inner pocket in a matching colour to the inside contents, paper 80 g/m<sup>2</sup>.
- Binding: stitched, maximum lie-flat opening.

- h) Elastic closure in contrasting colour to the cover (e.g. green, blue, black, grey).
- i) Edge printing in one colour (e.g. green, blue, black, grey).

Description of the inside contents:

- a) Pages printed in:
  - 4+4 colours (Pantone, non-CMYK) - main calendar pages (128 pages) and
  - 4+4 colours (CMYK) - rest of agenda pages (16 pages).
- b) Total number of pages 144.
- c) Paper: min 70 max 80 g/m<sup>2</sup>, colour: ivory or white.

### **3.1.2 Agenda 2 - small**

Description of the cover:

- a) Format: 13±1 x 21±1 cm
- b) Flexible cover binding (Dutch binding), Moleskine-type, with rounded corners.
- c) Cover with logo pressing or UV foil application in one colour (maximum price should be indicated).
- d) Colour (e.g. blue, black or grey).
- e) Ribbon bookmark.
- f) Expandable inner pocket in a matching colour to the inside contents, paper 80 g/m<sup>2</sup>.
- g) Binding: stitched, maximum lie-flat opening.
- h) Elastic closure in contrasting colour to the cover (e.g. green, blue, black, grey).
- i) Edge printing in one colour (e.g. green, blue, black, grey).

Description of the inside contents:

- a) Pages printed in:
  - 4+4 colours (Pantone, non-CMYK) - main calendar pages (128 pages) and
  - 4+4 colours (CMYK) - rest of agenda pages (16 pages).
- b) Total number of pages 144.
- c) Paper: 70-80 g/m<sup>2</sup>, colour: ivory or white.

### **3.1.3 Double-sided calendar**

Format: 29.7 x 21 cm (A4).

Printing: CMYK, 4+4.

Paper: matte paper, weight: approx. 250 g/m<sup>2</sup>.

### **3.1.4 Wall calendar**

Format: 70.7 x 100 cm (B1).

Printing: CMYK, 4+0.

Paper: matte paper, weight: 250 g/m<sup>2</sup>.

Front side: UV varnished.

Adhesive tape strips on the back side of the calendar, size - not less than 6 x 1.5 cm.

### **3.1.5 Desk pad calendar**

Format: 42 x 59.4 cm.

Printing: CMYK, 4+0.

Paper: rough paper, standard white, weight: 100-120 g/m<sup>2</sup> or similar.

The glue binding should be on the horizontal, top edge of the desk pad.

Number of pages in the block: 30.

### **3.1.6 Box for agenda 2**

Format: fitting agenda 2 - small - format 13+/-1 x 21 +/-1 cm.

Laminated cardboard box, min. 400 g/m<sup>2</sup>, in solid colour, with magnet closure, with inner filling to prevent the calendar from moving inside the box.

One colour logo printed or pressed on the front of the box.

### 3.1.7 Layout services of the calendars

For all types of calendars covered by the contract and additional types that can be ordered within 20% threshold the Contractor will be requested to provide layout services and prepare print-ready files for production.

The number of pages of each calendar type is indicated in the below table and it should be considered in the calculation of the price offer.

*Table 2. Description of required layouts.*

	Item	Publication format	Number of pages
1.	Agenda 1 - big	16+/-1 x 25+/-1 cm	144
2.	Agenda 2 - small	13+/-1 x 21+/-1 cm	144
3.	Double-sided calendar	A4, 29.7 x 21 cm	2
4.	Wall calendar	B1, 70.7 x 100 cm	1
5.	Desk pad calendar	42 x 59.4 cm	1
6.	Box for calendars	13+/-1 x 21+/-1 cm	1

Usually, layout services will be requested to be performed within maximum 10 working days from the signature of the order form by both parties. However, different delivery period may be agreed with the Contractor if the quantity of products or pages is higher than indicated in the above table.

With the order form the following input will be provided by Frontex: logo, maps and (optionally) the list of Frontex public holidays.

Proposed layouts should be submitted to Frontex contract manager for his/her approval. If corrections are requested by Frontex, Contractor must provide second version of layout not later than 3 working days from date of reception of the request for correction.

Production of the calendars should be made based on the approved layouts. Production cannot start before the related order form is issued nor before layouts are approved by Frontex.

Printing of calendars involves a range of preparatory works (e.g. set-up of the machines). The cost of such works shall be calculated for every new layout ordered by Frontex only once and shall be included in the price offer.

### 3.1.8 Additional services

As mentioned in point 2.1 above, additional services and supplies can be ordered under the framework contract within maximum 20% of its value. Each of such service or product must be subject of a separate request for the offer directed from Frontex to the Contractor. The Contractor must reply within the time indicated in the request and either inform that it is not interested in providing the requested services/supplies or attach its specific offer for the required additional services/supplies.

Additional service/supplies can be contracted under the framework contract under the condition that the Contractor's specific offer is accepted by Frontex and a relevant order form is issued.

Issuing the request for the specific offer does not commit Frontex to order additional services/supplies. Only signed and dated order forms constitute legal commitment of Frontex to order the services/supplies.

All the remaining rules and procedures indicated in points 4.1.2, 4.1.3 and 4.2 of this ToR apply to those additional services/supplies.

## 4. Contract implementation

### 4.1 Contract implementation process

Contract implementation consist of the following steps:

- 1) Issuing the order form by Frontex.
- 2) Selection of paper, cover, elastic closure, inside envelope for agendas.
- 3) Preparation of layouts of all types of calendars and boxes.
- 4) Acceptance of the layouts and materials for production of calendars and box.
- 5) Delivery of ordered calendars.

Typically, steps 2 and 3 are performed only once a year, before the first edition of calendars for a given year.

#### 4.1.1 Orders

The contract will be implemented by means of order forms issued by Frontex during the contract execution. The order forms will indicate the services/supplies that must be delivered - layout services / type of calendars and their quantity.

Below is the indication of specific quantities that can be ordered under individual orders.

It is foreseen that the first order for each year will be issued until the end of October of the previous year, e.g. calendars 2022 will be ordered in October 2021. Additional reprints may be ordered after issuing the above mentioned first order.

*Table 1. Possible variations of quantities that can be ordered under specific orders.*

	Product	Possible variations of quantities that can be ordered under specific orders		
		SMALL	MEDIUM	BIG
1	Agenda 1 - big	100	101 - 699	≥ 700
2	Agenda 2 - small	200	201 - 899	≥ 900
3	Double-sided calendar	200	201 - 799	≥ 800
4	Wall calendar	200	201 - 799	≥ 800
5	Desk pad calendar	150	151 - 499	≥ 500
6	Box for calendars	50	51 - 99	≥ 100

The quantities indicated in the above table are the basis for delivery periods offered in the technical offer. The periods indicated in the technical offer will be valid throughout the duration of the contract. Non-compliance with the delivery times shall be penalised according to contract provisions.

#### 4.1.2 Packing, storing and shipment

The Contractor is responsible for proper packaging and shipment of calendars, as well as bears all related costs.

The packages containing calendars must be appropriately protected against damage during transportation, ensuring that the contents remain intact.

Depending on the volume of a specific order, Frontex may request that an order is shipped in more than one instalment. The Contractor will be responsible for storing calendars that have not been shipped to Frontex and must ensure that they are stored in proper conditions, protected from any damage. Storing cannot last more than 6 months from the date the specific order is signed by both parties.

Orders of the MEDIUM quantity of the above table can be broken down into a maximum of 2 deliveries. Orders of the BIG quantity of the above table can be broken down into a maximum of 3 deliveries. Number of deliveries and details of each delivery (exact quantities and delivery dates) will be communicated by the Frontex contract manager.

#### **4.1.3 Delivery and acceptance**

The delivery address is Frontex, Plac Europejski 6, 00-844 Warsaw - Poland.

The delivery shall take place during working hours (Monday - Friday 09:00-17:00 excluding holidays). The delivery details (including the volume, contents, shipping company and delivery time) must be duly notified to Frontex contract manager at least two working days in advance.

The cost of the delivery shall be included in the product price with no additional charges required for the shipment.

Frontex shall evaluate the deliverables within 30 calendar days and provide the Contractor with written notice of Acceptance, Partial Acceptance or Non-acceptance (model Acceptance Form in Appendix 1).

In case of partial or non-acceptance notice to the Contractor based on solid proofs (such as discrepancy between accepted layouts and delivered goods or goods damaged due to inappropriate transportation or handling), Frontex shall have the right to apply the conditions for reduction of price as stipulated in point II.15.1. Quality Standards from the General conditions of the contract or any other legal right based on the contract.

#### **4.2 Payments and invoicing**

Payments will be made after delivery of products and their acceptance by Frontex, based on the invoice issued by the Contractor. Frontex shall pay within 30 calendar days after its receipt.

#### **4.3 Contract management**

The Contractor must designate a Contract Manager that has the professional qualifications and experience required for execution of the Contract. Under justified circumstances Frontex may ask for replacement of the Contract Manager, which should not affect the quality and speed of the service.

The contract manager will be the main contact point for Frontex during the contract implementation. As all the communication under the contract, whether written or spoken, shall be in English, the Contract Manager must be fluent in English (at least B2 level).

## **Appendixes:**

Appendix 1 - Acceptance form

## APPENDIX 1 - ACCEPTANCE FORM

This document is used to formalize the acceptance of the task/deliverable by Frontex. Acceptance constitutes approval of the task/deliverable and will allow for processing the payment.

<b>Contract No</b>		<b>Subject</b>	
<b>Order Form No</b>		<b>Frontex Contract Manager</b>	
<b>Business Unit</b>		<b>Prepared by</b>	
<b>Task/Deliverable:</b>  <i>(Please give reference to the Technical Specifications and short description of the task or deliverable)</i>			

Criteria for acceptance (as specified in the contract) <sup>1</sup> and verification against contractual provisions	YES/NO	Comments
Quantity		
Compliance with min. requirements (may be copied from the contract)		
Quality		
Delivery deadline		
Delivery (other aspects)		
The price in line with contractual provisions and payment schedule		
Thoroughly checked for irregularities (if detected, a report and, if applicable, justification accompanied by <i>Record of Exception</i> must be enclosed)		

*I hereby declare that the above criteria have been verified and, consequently, I recommend to:*

ACCEPT ☐ REJECT ☐ ACCEPT with RESERVATIONS ☐ PARTIAL ACCEPTANCE ☐

**Reservations:**

**Remarks:**

Signature of the Project/Contract Manager Date:

Final validation Signature of the HoU/AO Date:

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<sup>1</sup> The criteria must be copied from the contract, no additional criteria allowed