

## **Questions and answers for Tender 329 Promotional Merchandise**

**The following questions have been asked regarding the above Tender. Please find answers below:-**

- 1) Ref 8.2. Fixed pricing for three years. Is there scope to apply price increases on quoted products if, for example, supply costs increase significantly? Please note that the current spot market price for a product such as USB's may be significantly lower than a fixed price that can be held for three years.

**Prices for items quoted in the list must be held for the full duration of the contract.**

- 2) What process will be used to establish prices on actual work after the contract is awarded? I.e. What is to prevent any supplier responding to the tender on a "loss leader" basis and subsequently applying much higher margins to actual future work?

**Prices for items quoted in the list must be held for the full duration of the contract, should an actual order attract much higher prices than those in the bid, the contract will be cancelled and re-tendered; or the order for that particular item will be placed elsewhere. There is no advantage to using loss leader prices in the bid as this will simply result in the contract being cancelled and no orders will be placed with a bidder using this tactic. Should we consider a price from a bidder is not correct or inconsistent with other prices, we will clarify this during the evaluation process.**

- 3) The product specification on all products is very open and lacks sufficient detail to provide precise quotes. Should we just make assumptions about what product features are required or do you want us list clarifying questions for every detail?

**Photos are attached below showing a sample of items we have purchased previously. Please use your judgment in pricing for similar items.**

- 4) If one supplier quotes a high quality product at a high price and another quotes a lower quality at a lower price, which will win? Could you give some further indication of what quality level, price point is preferred. There are obviously many different options we could offer for each product.

**Please refer to the photos below for indicative examples. CPI is looking for value for money and the type of item to be quoted for are standard / economy items.**

- 5) How will price be compared? Product by product or total contract price? Do you have a scoring matrix?

**Prices will be compared per product on a like for like basis. An average pricing model will be used to determine a final price score.**

- 6) How will "quality" be measured? Do you have a scoring matrix?

**Quality will be measured on an item by item basis using the samples requested. Please ensure the sample you send matches the item you have quoted for in the price list requested. Again, should we consider a sample item from the price list is not correct or inconsistent with other prices, we will clarify this during the evaluation process and upon placing an order, if this attracts a different price or a different model for that price, the contract will be cancelled.**

- 7) Please clarify what branding is required on each product. Single, multi spot or full colour. As 3) above, the specification is very open. Do we make assumptions or ask for clarification? Eg. How will you compare the price of a golf umbrella with full colour logo on 4 panels with a single colour logo on 1 panel?

**Please refer to the table below regarding print options.**

- 8) Please supply copy of logo and brand guidelines to allow accurate quotation.

**This will be attached with the Q&As**

- 9) Could you please advise the anticipated annual spend under this contract?

**There is no figure available for anticipated spend.**

- 10) Do you require the goods to be stored

**No, orders would be delivered to CPI and we would hold the stock at our offices.**

- 11) Can we submit quotations for more than 1 category item, i.e. twist action pens, lanyards etc., as the spreadsheet only allows for one product per category

**You can include a separate price list/catalogue showing a larger range of products available, however, for the purpose of the evaluation, please quote for a typical economy brand similar to the examples in the photographs provided below.**

**Print options:-**

Plastic Twist Action Ball Pen (blue ink) - branded	Single colour
Plastic Click Action Ball Pen (blue ink) - branded	Single colour
Metal/Plastic Deluxe Ball Pen (blue ink) – branded	Single colour
Matt Finish Coloured Pencil - branded	Single colour
Non-stick, hard plastic coated coaster – branded	Full colour
Foam Coaster – branded	Full colour
Clear acrylic coaster – branded	Full colour
Standard mug – branded	Full colour
Thermal mug – branded	Single colour
15mm Flat Polyester lanyard with safety clasp and metal clip – branded	Single colour
15mm tubular lanyards safety clasp and metal clip – branded	Single colour
15mm Eco friendly lanyards with safety clasp and metal clip – branded	Single colour
Blue and White Golf umbrella with plastic handle – branded	Full colour
Single colour golf umbrella with plastic handle – branded	Full colour
Large Umbrella (not golf size) - branded	Full colour
15cm plastic ruler - branded	Single colour
15cm wooden ruler – branded	Single colour
15cm metal ruler – branded	Single colour
30cm plastic ruler - branded	Single colour
30cm wooden ruler – branded	Single colour
30cm metal ruler – branded	Single colour
Laminated Carrier bag – branded	Full colour
Canvas Carrier bag – branded	Full colour
Material Drawstring bag – branded	Full colour
Standard Plastic USB – branded (4GB)	Single colour
Metal USB – branded (4GB)	Single colour



Branded - full colour logo  
on 1 panel only, two  
colour golf umbrella,  
plastic handle.



Branded, matt coloured  
pencil, single colour  
branding.



Metal USB, branded,  
single colour branding.  
colour branding.



15mm Flat Polyester  
lanyard with safety clasp  
and metal clip – branded –  
single colour branding

Standard mug – branded –  
full colour branding



Non-stick, hard plastic coated  
coaster – branded – full colour  
branding





Pens –

1. Plastic Twist Action Ball Pen (blue ink) – branded – single colour branding.



2. Metal/Plastic Deluxe Ball Pen (blue ink) – branded – single colour branding



3. Plastic Click Action Ball Pen (blue ink) – branded – single colour branding.