

ANSWERS TO QUESTIONS RECEIVED BY 12 OCTOBER 2020

Subject: Open procedure EP/DGPRES/PRO/FOUR/2020/006 for the supply of silver and silver-gilt medals with cases; contract notice OJ 2020/S119-288063

Question n°1

I just examined the English version of the tender documents, however I cannot find in the specification if new companies need to register to a specific supplier's program or directory of your institution. Please let me know if it is necessary and kindly ask to provide me with the link if so.

Answer:

Please note that it is not necessary for your company to register to a specific supplier's program or directory. As the European Parliament intends to award this contract after an open procedure, we confirm that the tender documents contain all the forms that are necessary for you to provide the details of your company, your offer, etc. No additional step is required.

Question n°2

Regarding your recent invitation to tender for silver and silver-gilt medals reference EP/DGPRES/PRO/FOUR/2020/006 it states that electronic versions of the designs are available on application. May I please have a copy of those designs?

Answer:

Referring to the 'technical specifications' of Annex I of the Procurement Procedure EP/DGPRES/PRO/FOUR/2020/006, please find attached the EP logo in pdf and png format.

The text 'Parlamentum Europæum' must be engraved around the bottom and the European Parliament logo at the top, underneath which will be the space for the name of the recipient, which we will engrave independently later (see article 1, point 2 of Annex I). Please note that all available documents concerning this procedure have been published on our internet site. Moreover, the specification document has now been published in colour in order to enable you to create medals design based on the pictures made available on page 17.

Question n°3

Do you have designs for the medal / coin itself as well, or are we to make the best possible rendition of the original 3rd century coin?

Answer:

We confirm that, beyond the logo, no further designs will be provided. The purpose is indeed that tenderers make the best possible rendition based on the pictures and measurements provided in the technical specifications. The quality of the samples provided will be evaluated under criterion 1 of the award criteria (see point 14 of the Specification document).

Question n°4

- 1) Please estimate how many silver-gilt medals might be large (60 mm) and how many small (40 mm). We know the total number is 1.205, but the ratio is important too.
- 2) Could you please estimate average number of medals in one order? Or range at least?

3) We understand 6 weeks is maximum for the delivery. Is there any time stated for pre-production (esp. tools and forms), or shall we propose by ourselves?

Answer:

- 1) The estimates provided are based on the following: 1.200 small medals (40mm) and 5 large medals (60mm). Please remember that our actual orders might diverge from those estimates.
- 2) To give you an idea, in the present contract, our orders have varied between 800 to 1.300 medals in one order.
- 3) Please estimate the pre-production time as part of your offer.

Question n°5

- 1) Do you accept documents issued by companies' own government in the original language or should they be translated in English? If so, they must be legally translated or not, or is there a European format?
- 2) When you mention about documents attesting conformity of products issued by institutes or agencies, does this also include e.g. approval of conformity for state decorations issued by state organs?
- 3) Is it possible to obtain a copy of the electronic design as reported in your Q&A?
- 4) Are the medal cases covered with real leather or pleather?

Answer:

- 1) Documents issued by the tenderer's own government are accepted in their original language and do not need to be translated.
- 2) Please make sure to include documents attesting conformity of products that are relevant for your country and for this type of contract.
- 3) The design in electronic format will be sent to you by email.
- 4) The medal cases are covered with real leather.

Question n°6

Regarding Annex I: Technical specifications, Article 3 – Presentation of models, it states that "tenderers are asked to provide some medals that they have produced".

Please inform if the tenderer could submit also silver coins or other numismatic products of the similar specification as of the medals set out in the price schedule, in order to prove the technical capability of the tenderer.

Answer:

As indicated in the Annex I: Technical specifications, Article 3 – Presentation of models, a total of three (3) medals, with characteristics as close as possible to each of the medals set out in the price schedule, need to be submitted with the tender. On top of those, tenderers should feel free to submit additional products in order to prove their technical capacity.

Question n°7

I carried some tests with the technical requirement of the medals, and the proportions between diameters and weights you are asking would lead to extremely thick medals for mm 40 with 60 gr and very thin for mm 60. Could you please also advise on this point?

Answer:

The thickness of both medals should be calculated by the tenderers on the basis of the diameter and weight defined in Annex I of the Specifications document, article 1, under point 3 'Characteristics' so as to ensure that the samples presented are as close as possible to each of the medals set out in the price schedule.

Questions n°8

1. I am writing to you regarding the shape of the medals. Can you please confirm that silver and silver-gilt medals are the same shape. And the shape is irregular?

2. We would like to clarify regarding primary and secondary packaging. Should the medals be packed in plywood boxes for the secondary packaging? Also could you please specify information regarding capsule (i.e. cases)?

Answers:

1. We confirm that the shape of silver and silver-gilt medals are the same. As shown on the picture published on page 17 of the specification, the external shape of the medal is perfectly round, but the reproduction of the coin and the related relief may indeed give the impression of an irregular shape.
2. For the primary packaging of medals, please refer to the description of the cases as made in the Annex I: Technical specifications, Article 1, point 4. Regarding the realisation of the case, it is up to the tenderers to propose a case in accordance with the given specifications while fulfilling the highest possible quality and aesthetic criteria that will have relevance for the award decision (see Article 14 of the Specifications document). For the secondary packaging, there is no need to use plywood boxes; cardboard packaging is sufficient.

Questions n°9

1. In silver-gilt medals, should the gold Au.750 be used? Or is it the minimal amount of gold and also Au.999 will be accepted?
2. Should medals be packed directly into the cases, without capsules, or should we packed them into the capsules? If so, what type of capsules should we used, normal or lens?
3. What height relief should be applied on each of the medal? Should it be standard or high?
4. What is the weight tolerance for each of the medal? Can we apply standard tolerance for Ag925 products, i.e. +/- 2,5%?
5. Are there coloured elements on the backside (reverse)? For example, the European Union flag?
6. Could you please provide us with the details of metal fixing?
7. Could you please clarify in which envelope should we sent "the Administrative Part"? In the outer envelope or in the inner envelope, where 'Technical part' and 'Financial quotation' are placed?
8. Does the Parliament plan any guarantees in this tender?

Answers:

1. As stipulated in Annex I of the Technical specifications, Article 1, point 3, a) and b), gold 750°, with a minimum thickness of 10 microns, has to be used.
2. The specifications foresee indeed that medals be packed directly into cases. However, tenderers can suggest the use of capsules on the condition that the related price is presented as optional. Please note that the offer of capsules would not be evaluated as it was not requested in the specifications.
3. The relief should be calculated by the tenderers on the basis of the diameter and weight defined in Annex I of the Specifications document, article 1, under point 3 'Characteristics' so as to ensure that the medals are as close as possible to each of the medals set out in the price schedule.
4. Tenderers should ensure that the samples presented are as close as possible to each of the medals set out in the price schedule.
5. There are no coloured elements on the backside.
6. It is up to the tenderers to propose a metal fixing in accordance with the given specifications while fulfilling the highest possible quality and aesthetic criteria that will have relevance for the award decision (see Article 14 of the Specifications document).
7. The envelope including the Administrative part should be placed in the inner envelope where the Technical part and Financial quotation are also placed.
8. As shown in the Framework contract model, under Article I.5, financial guarantees will not apply to this contract.

Questions n°10

1. Please send us the electronic design (graphic elements) to this email too.
2. Silver-glitter medal shall have gold 750/1000. Is gold 999/1000 also acceptable?
3. Weight of medals shall be +/- 60 or 90 grams. Is common tolerance +/-3 % acceptable? What is the maximum +/- tolerance?
4. Diameter of medals shall be 40 or 60 mm. Is common tolerance +/-5 % acceptable? Is there any tolerance?
5. Regarding design of medals and cases. We assume, that only awardee will submit suggestion. What will be the approving process like?
6. 13:3 Technical and professional capacity, article a). What is the difference between i) and ii)? Shall we provide both or choose one?

Answers:

1. The graphic elements (logos) will be sent to you by email.
2. Please check the answer to question 9.1)
3. Tenderers should ensure that the medals are as close as possible to each of the medals set out in the price schedule.
4. Tenderers should ensure that the medals are as close as possible to each of the medals set out in the price schedule.
5. At this stage, we only request samples that are as close as possible to the medals and cases described in the specification and set out in the price schedule. The evaluation of quality and aesthetic criteria will be made based on the samples provided by each tenderers.
6. For point 13:3 Technical and professional capacity, article a), tenderers are asked to provide one of both requested lists.

Question n°11

Does the Parliament have a model of case and can send us the photo? In the tender documentation there is a description of cases, but not all of the details are clear, like for example, the thickness of the case and materials that should be used inside the case. Can we suggest our own propositions or the Parliament has a model case and can provide us with more detailed information?

Answer:

At this stage, we only request samples that are as close as possible to the cases as described in the specification document. It is therefore up to the tenderers to suggest sample cases in accordance with the given specifications while fulfilling the highest possible quality and aesthetic criteria that will have relevance for the award decision (see Article 14 of the Specifications document).

Questions n°12

- 1) Who will hand over the coin model to the awardee - the EP or the Zecca Mint?
- 2) Does the EP own the copyright to use the coin model in full, without licensing restrictions?
- 3) Is there any minimum relief height requirement? If yes, can you specify the relief height for both a 40 mm and a 60 mm medal?

Answers:

- 1) The European Parliament will hand over the coin model to the awardee.
- 2) With a view to protecting the future contractor from potential copyright claims, the framework contract template includes now a provision whereby the EP takes full responsibility to resolve any intellectual property issue, should it arise during the performance of the contract (please see revised Article I.6 Performance of the contract).
- 3) Please check the reply to question 9, point 3.

Question n°13

- 1) Regarding the third part of the tender, entitled: 'III – Financial part', it states that it must be made up of a single section containing all documents relating to the financial aspect of the tender, quoting the total amount thereof and any unit prices, together with the price schedules.
To quote the total, I would need an idea or reference for how many pieces divided in the three types you required. You mentioned a total of 1205, of which 1200 small and 5 large. Is it possible to know approximately, among the 1200, how many silver and how many silver gilt?
- 2) Moreover, how can (my company) express fulfilment of criterion 2 concerning delivery, after sales service, period for execution and delivery service?

Answers:

- 1) As outlined in the Annex I - technical specifications, article 2, the volume of the contract is estimated as follows:
 - 1205 silver-gilt (gold-plated sterling silver) medals;
 - 1650 silver medals.
 As per the reply to the question n°4, the estimate of 1205 silver-gilt medals is based on 1.200 small medals (40mm) and 5 large medals (60mm).
- 2) In order to prove that they fulfil the award criterion 2, we expect tenderers to present their company and partners, to explain the way they organise their product delivery, including the deadlines involved, as well as describe how they can help customers facing product issues.

Questions n°14

- 1) Please, explain in more detailed way what do you understand as “original” and “copy” (Conditions, point 4. Content and presentation of tenders, page. 5/9) and what is the difference between them?
- 2) We would also like to ask about point 14. Award Criteria, Criterion 2 (page 13) of Part II – Exclusion, Selection and Award Criteria. How the Parliament will verify the completion of that criterion? What documents should be provided regarding the technical assistance or delivery conditions?
- 3) Would the Parliament accept tender offer on USB stick instead of CD/DVD?
- 4) Please, clarify in which envelope should we place samples of medals. Should it be Envelope II Technical Part (Invitation to tender, point 4. Content and presentation of tenders, page. 6/9)?
- 5) Please, explain the fixing of the metal price for this contract. What metal price should we take into account for our tender offer? Will there be metal fixing after signing the contract? If so, when is it planned?
- 6) Please, clarify where should we indicate time necessary for delivery of medals in our tender offer.
- 7) Could we suggest change of material for presentation cases? We would like to offer you synthetic leather (eco-leather) instead of real leather. Would the Parliament accept such solution?
- 8) Please, clarify the point c) on page 12 of Section 13. Selection criteria, point 13.3. Technical and professional capacity. What do you understand as “official quality control institute” and to what samples does the point refer to? Do we understand it right that we should present only one of the documents described in points a-d?
- 9) What colour of hot-stamping does the Parliament want? Silver or gold?
- 10) Should we fill in Annex IV and provide a copy of the recent bank statement? Or is it enough to enclose only the Annex IV?

Answers:

- 1) By original offer, we mean an offer printed out in which key documents are signed (e.g. the presentation letter, the price schedule as well as the relevant annexes). The content of copies will need to be the same as the original, but will not bear an original signature and can be provided in a digital format.

- 2) Please check the clarifications already provided in the answer to question n°13, point 2.
- 3) Yes, copies of your tender can be supplied on a USB stick.
- 4) As explained in the Conditions document, in point 4. Content and presentation of tenders, page 6, samples of medals should be placed in the envelope including the Technical Part.
- 5) Please refer to the model of framework contract, under article I.4 - Price Revision, that provides this information.
- 6) This information should be part of the presentation of your company, as explained in the answer to question n°13, point 2.
- 7) Please respect the specification of the call for tender (as confirmed in the answer to question 5, point 4) and make an offer for real leather.
Tenderers may include a suggestion for synthetic leather (eco-leather) on the condition that the related price is presented as optional. Please note that the offer for synthetic leather would not be evaluated as it was not requested in the specifications.
- 8) Regarding Section 13. of the Specification document, point 13.3. Technical and professional capacity, four documents are requested (one per point a, b, c and d). For point c, the answer depends on what is applicable based on the legislation of the tenderer's country. For that reason, different types of certificates are suggested.
- 9) At this stage, we only request samples that are as close as possible to the cases as described in the specification document. It is therefore up to the tenderers to suggest sample cases in accordance with the given specifications while fulfilling the highest possible quality and aesthetic criteria that will have relevance for the award decision (see Article 14 of the Specifications document).
- 10) Please provide the Annex IV filled in, signed as well as the applicable statement, as requested in the instructions.