



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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Questions and answers relating to Restricted tender procedure – EMA/2013/21/IS Provision of Security Consumables

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Questions and answers

No.	Question	Answer
1.	Staff and visitor card personalization is not part of this tender? Are you looking for customization of the lanyards by having the name of your organization printed on them?	No. The Agency may in the future consider customisation of the lanyards with the name and logo of the Agency printed on them. Further details will be provided at the ITT stage.
2.	On the PQQ document, page 3, it's mentioned <i>that "Applicants are recommended to read this Guidebook before preparing a response to this PQQ. The Guidebook can be downloaded at</i> <i>http://www.ema.europa.eu/htms/general/admin/tenders/contracts.htm or a hard copy or e-mail copy can be made available to applicants upon request"</i> When I clicked on the link above, I do have a message <i>"Sorry, this URL no longer exists."</i> Would it be possible to receive the guidebook via email please?	The link to the template will be updated but not on the link in the PQQ. The link to the Guidebook can also be found directly underneath the tender details below; http://www.ema.europa.eu/ema/index.jsp?curl=pages/about_us/general/general_content_000261.jsp&mid=WC0b01ac0580029488
3	On section 6.3., you required samples of a rigid double sided landscape cardholder. Could you please confirm if you want an enclosed or open card holder, and also if you want a clear (transparent) or colour card holder?	We would like an open card holder, which can be clear or coloured.

No.	Question	Answer
	Could you send us an image (scan) of an existing one?	

Document history

Version	Who	When	What
0.1	Ruggero de Cristofano	28/10/2013	Points 1 to 2
0.2	Ruggero de Cristofano	30/10/2013	Point 3