

Request for Quotation Design and Production of EU Promotional Materials

Background:

The European Union Delegation is planning to purchase the promotional materials to be used for the Delegation's communication and visibility activities throughout the year. The Delegation is therefore seeking a local firm to carry out the design and production of these materials.

Purposes:

The main purpose behind the production of these materials is to ensure that promotional materials with the EU branding are available for distribution during the visibility events organised throughout the year by the Delegation and to help raise the EU visibility in Laos.

Required services:

The proposed design of these products should respect or reflect EU branding requirements in order to ensure maximum visibility. The promotional products to be proposed under this purchase include:

1) *Umbrella:*

- One folded umbrella 24"
- Dark blue colour with the printing of the EU stars in four points
- Order quantity: 500

2) *EU Cap*

- Cotton cap with sewing of EU star at the front part
- Order quantity: 150 white colour caps and 150 dark blue caps

3) *EU-Lao Pin*

- Vest pin bearing EU-Lao flag
- Golden coloured holder
- Order quantity : 500

4) *EU Polo-shirt*

- Cotton polo-shirt with sewed EU stars
- 100 white colour polo-shirts (20 XL, 20 L, 40 M, 20 S)
- 100 dark blue colour polo-shirts (20 XL, 20 L, 40 M, 20 S)

5) *EU Pen*

- Design the ballpoint pen with EU branding
- Pen must be dark blue with printing of EU stars
- Order quantity: 5000

6) *Neck lanyard*

- Design neck lanyard with the EU branding
- Lanyard must be in dark blue
- Order quantity 300

Design and costing:

Interested companies should submit their quotation with the proposed design for each material along with the costing.

Deadline for quotation Submission:

Interested companies/firms must submit their quotation to the EU Delegation in Vientiane by hand delivery in a sealed envelope or by email to anousa.kounnavong@eeas.europa.eu on 25th March 2016 before 17:00 hours - local time.