

HQ191 R2 - Questions & Answers #1 - Online Store

- 1. Can you please provide copies of the final Q & A document from the original version of this RFP?**

Yes, it is now attached to the landing page for this RFP.

- 2. A store to sell swag, or give it away and allow employees to request items, billed back to the company?**

The store's primary function is to supply teams and employees with brand merchandise for official business (e.g. employee visibility while working in public or for internal events). These expenses will be billed directly back to the company. Employees should also be able to make personal purchases (priced at Mercy Corps' cost) for non-business purposes with their own credit cards. At this time there are no plans to make the store public-facing.

- 3. What is the total annual promotional spend for Mercy Corps?**

Up to \$50,000 US initially. The program could expand in future years.

- 4. How many logos/brands are covered in the scope of services?**

Mercy Corps has one logo with several variations (vertical and horizontal, color variations) that may be used. There are no other brands involved.

- 5. May we be provided with brand guidelines and logo files?
Do you have any existing inventory that the awarded supplier will be expected to take on?
If yes, may we please be provided with a current inventory and usage report?**

We are happy to share logo files and brand guidelines upon request.

We have 1155 units of enamel lapel pins (approx. 1") currently in stock we would like to carry over. We have gone through 1236 units since January 2017. Carryover of this inventory is not a strict requirement.

- 6. I did not see a list of products to quote on the Price Offer Sheet. Are there specific products or categories you would like quoted?**



Our main focus is on apparel and office basics; e.g. t-shirts, ballcaps, vests, lanyards, coffee mugs, pens, notebooks.