

Questions & Answers

The following clarifications form part of the Official Promotional Supplier RFP and apply equally to all proponents.

1. Are quantities provided for each product?

No.

This RFP establishes a standing-offer arrangement for approved promotional items. It is not a one-time bulk purchase.

Proponents should provide unit pricing for each item based on reasonable production quantities and clearly identify any price breaks at higher volumes. Quantities will vary throughout the year and items will be ordered on demand by the union office and by branches.

As stated in the RFP, this process does not guarantee any minimum volume of purchases.

2. Is there a price range RNU is working within for items?

No specific price range has been set.

Proponents are expected to recommend high-quality items that align with the RFP objectives. Pricing will be evaluated comparatively and is not the sole determining factor in selection.

RNU prioritizes durability, usefulness, professional presentation, and value for money.

3. If we cannot supply one or two of the listed items, can we still submit a proposal?

Yes.

Proponents may submit proposals even if they are unable to provide every listed item. However, preference may be given to suppliers who can meet the full scope of approved items and provide a streamlined, consistent solution.

No substitutions, additions, or alternative items will be permitted without explicit written approval from RNU.

4. Are specific colours required for items such as lanyards?

Each designation will have its own lanyard. Each designation will be a single colour and will include the designation and the RNU logo.

Proposals do not need to specify exact colours at this stage. The focus should be on quality, materials, durability, and print method. Final branding details remain subject to RNU approval.

5. Do you require physical samples with the proposal?

Physical samples are not required at the proposal stage.

Links to product pages, specification sheets, and clear visual examples of the items being proposed are acceptable.

Shortlisted proponents may be invited to provide additional information, clarification, or product samples as part of the evaluation process.

6. Are there quality, branding, or sustainability standards we must follow?

Yes.

All items must comply with RNU's Promotional Merchandise Policy and Approved Promotional Items Framework, as referenced in the RFP.

Promotional items must be practical, durable, professionally appropriate, and aligned with RNU's "No Junk" promotional guidance. Suppliers must prioritize reusable, well-made products and avoid disposable or low-value items.

Branding must be restrained, conservative, and professionally applied. All logo placement, sizing, and application methods are subject to RNU approval.

7. Will branches and members be able to order directly from the supplier?

Yes.

The successful supplier must provide an online storefront with:

- A unique URL accessible to RNU staff, branches, and members
- Access to the official RNU-approved catalogue only
- Consistent pricing and product specifications

Items will be produced on demand, and turnaround times must be reasonable and clearly communicated.

8. What is the term of the agreement?

The initial contract term will be three (3) years, with:

- Fixed pricing for year one
- Annual pricing review and adjustment thereafter
- Optional renewals at RNU's discretion

Performance will be reviewed annually, as outlined in the RFP.