

# MINUTES OF THE INFORMATION MEETING

Tender procedure "Supply of Visibility Items for EUAM Ukraine"  
Publication ref: EuropeAid/139860/ID/SUP/UA (EUAM-18-47)

held on 30th August 2018

in the Premises of EUAM Ukraine at  
17G, Grygoriya Skovorody, Kyiv, 04070, Ukraine

Representatives of 2 companies (tenderers) were present during the Information Meeting.

5 people were representing the Contracting Authority EUAM Ukraine, of which 1 from Procurement Unit, 2 from PPID and 2 from Project Cell.

The presentation was given in the beginning of the meeting reiterating basic administrative requirements and deadlines for the tender procedure. Presentation is attached as Annex I to the Minutes.

The structure of the tender dossier and its contents were presented as well.

No additional information, as already given in the tender dossier, was provided.

Questions and answers session followed afterwards. Below are the list of questions and given answers:

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**General remark: the written record of this meeting, i.e. the Minutes, will be the authentic version of this Meeting's information. If anything contradicting to Minutes was said orally during the Meeting, the Minutes will prevail and they will be the official explanation of the related information. Therefore, the written record prevails over the orally communicated information.**

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**QUESTION 1:** Within our offer, should we provide visualization of the item (complete design) or is it sufficient to provide the description of specifications?

**ANSWER:** The provision of visualization is not need, only the description of the offered specifications. As it is mentioned in the Technical Specifications, "the offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offered specifications".

**QUESTION 2:** What is the purpose of the item PI-25 within Lot2? What type of ring should it contain?

**ANSWER:** The key-tag is used as a reminder for the person of the items that are not allowed on board and have to be removed before flight. It should contain a regular key chain.

**QUESTION 3:** Are samples returned?

**ANSWER:** As it is mentioned in the Instructions to Tenderers, samples of unsuccessful Tenderer(s) will be returned if specifically requested by the Tenderer. Samples of the winning Tenderer will be retained for quality verification purposes for future deliveries for the whole period of Contract duration. Meanwhile, upon request from the winning Tenderer EUAM can return the items after the Contract expiry.

**QUESTION 4:** Some items require packing into individual gift boxes. Is sample of the box needed?

**ANSWER:** Yes, it is. One sample of a box for all positions concerned is sufficient.

**QUESTION 5:** Is it necessary to provide the CV and Methodology within our tender?

**ANSWER:** No, this is a tender for supply contract. Thus, the CV and Methodology are not needed. The exhaustive content of tenders is provided in point 11 of Instructions to Tenderers.

**QUESTION 6:** Within the Technical Specifications you require exact volumes/ sizes of items (for example, for thermo cup, mug, etc.). Can we offer slightly different dimensions?

**ANSWER:** For Thermo cup (Item PI-2, Lot 2) the acceptable size will be from 300 to 400 ml. For Mug (Item PI-3, Lot 2) the acceptable tolerance up will be 300 ml (thus the minimum remains the same). All other requirements remain as they are now defined in the Technical Specifications.

In case there are questions concerning any other item, please provide your exact requests in written to the email address indicated in the tender documents ([tenders@euam-ukraine.eu](mailto:tenders@euam-ukraine.eu)) **before the deadline for requesting clarifications**. We will consider such requests and publish the answer on EuropAid and EUAM Ukraine websites.

#### CLOSING REMARK BY THE CONTRACTING AUTHORITY

Thank you for your kind interest in this procurement procedure and kindly ask to respect the tender deadlines and all administrative conditions / requirements stipulated in the Invitation to tender.

Please submit your questions, if any, to the e-mail [tenders@euam-ukraine.eu](mailto:tenders@euam-ukraine.eu) up to the deadline for submission of requests for clarifications by tenderers. The questions will be addressed in the Clarification Note(s) of the Contracting Authority. Such Clarification Note(s) with all questions and answers will be published on EuropAid and EUAM Ukraine website before the deadline for issuance of clarifications by Contracting Authority.

**Annex I:** Presentation given in the meeting