



CONTRACTING AUTHORITY’S CLARIFICATION NOTE n. 1

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TENDER FOR SUPPLY FRAMEWORK CONTRACT “Office Furniture and Household Equipment”

1.1	QUESTION: Is it enough when a consortium matches the requested turnover and not each member of the consortium?
1.2	ANSWER: As indicated in the Section 16 <i>Selection criteria</i> of the Contract Notice, “in the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise”.
2.1	QUESTION: In section 6 <i>Experience</i> of the Tender Form for a Supply Contract (Corrigendum 1) it is required to summarise the major relevant supplies carried out over the past 3 years by the legal entity making this tender. Can we use as a reference an ongoing contract with an EU agency in order to complete this table?
2.2	ANSWER: Yes. You shall indicate the exact contract implementation start date (DD-MM-YYYY) and the contract value, delivered until the deadline for tender submission to EUAM. The reference duration is last three calendar years from the tender submission deadline.
3.1	QUESTION: What will be the minimal value of the order within the contract that will follow the above-mentioned tender?
3.2	ANSWER: There are no specific unit of measure for the forthcoming orders under the Framework contract due to the nature of the contract (framework – quantity of units to be acquired can not be specified as well as delivery time) and EUAM work specifics in Ukraine.
4.1	QUESTION: What shall be written in the Financial Identification form in sections: Account Name, IBAN/Account Number, BIC/SWIFT Code. Will the certificate from our bank with the electronic digital signature be enough? Are original signature and seal obligatory required?
4.2	ANSWER: In Financial identification form following info should be provided: <ul style="list-style-type: none"> • Account name – Name of your account as it is named in your bank • IBAN/Account number – Your account number, either IBAN standard, or local Bank account number, if Ukrainian • BIC/SWIFT code – enter you bank’s BIC/SWIFT code <p>Please, take note of all instructions (n. 1 – 5) stipulated in the endnote of the Financial Identification form.</p> <p>If you chose not to obtain a bank stamp on the form, certificates issued by the bank will be sufficient. Either option is compliant.</p>

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<p align="center">5.1</p>	<p>QUESTION: In Annex I: General Conditions, Article 20, Sub clause 20.2 (a) it is mentioned that “the period of implementation of the tasks may be extended due to some reasons but with giving a notice to the Project Manager in advance from the Contractor”.</p> <p>Please, specify if this condition will be available for the future Supply Contract like it is stated in the mentioned Article.</p>
<p align="center">5.2</p>	<p>ANSWER: The mentioned Annex I forms an integral part of the Supply Framework Contract under the subject and its provisions will be in force and in precedence as stipulated in the draft framework contract.</p> <p>Article 20 overall refers <u>to exceptional cases</u>, when delivery can not be achieved in within the delivery periods as given currently in the tender documents.</p> <p>All provisions as given in the Article 20 will be valid during the implementation of the contract.</p> <p>We draw you attention, that reasons which may be considered as valid for extension are listed in the Article 20.1.</p> <p>Article 20.3 clearly stipulates, that decision - to grant the extension or not - will be made by Contracting Authority within 30 days of receipt of such request – in practise much quicker.</p>
<p align="center">6.1</p>	<p>QUESTION: Please, clarify whether the prices may subject to revision every year after the first year of the Framework Contract (“FWC”) finishes.</p>
<p align="center">6.2</p>	<p>ANSWER: Prices (for the listed products) shall be fixed and not subject to revision during the first year of the FWC.</p> <p>At the beginning of the second and every following year of the FWC, each price may be revised upwards or downwards at the request of one of the parties on conditions specified in the Article 26.9 of Special Conditions of Contract (see Corrigendum 1).</p>
<p align="center">7.1</p>	<p>QUESTION: In the Instructions to tender document, Section 11 (5) provision of relevant documentary evidences is required. Please, see Part 3: Documentation of the Section 11 <i>Contents of tender</i> of the <i>Instruction to Tenderers</i> requires “Duly authorised signature” to be supplied in text-free format. Please, clarify on that.</p> <p>If the authorized signer of the Contractor and the manager who will be representing the Contractor during FWC are two different persons, should it be mentioned in any tender documentation? If yes, then, please, specify where and how exactly.</p>
<p align="center">7.2</p>	<p>ANSWER: The “Duly authorised signature” is a document proving that the person signing the tender on behalf of the company, joint venture or consortium is duly empowered to do so.</p> <p>In other words, those shall be copies of appropriate documentary evidence(s) proving the name(s) of the person(s) having powers of representation of the company and decision making or control over them, authorised to sign tender and contract documents from the side of the Tenderer. Copies of the following official documents can be provided as evidences of the “Duly authorised signature”: the statute, notary statement, appointment by the ownership of the company, Power of Attorney, etc.</p> <p>Contact person (for this tender) shall be indicated in the Section 2 of the Tender Form for a Supply Contract strictly following the template. Contact person may be different person to the person, who will be enabled to sign the documents relating to this tender procedure. Contract manager credentials, in case the contract will be signed with the company, will be</p>

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	defined at a later stage, and will be imprinted into the contract.
8.1	QUESTION: In order to prepare “Tender Form For a Supply Contract”, Article 4. Staff Resources (see the 2nd column of the table “Overall Staff”); could you please specify which period staff data shall refer to: 1) the first date of each year, 2) the last date of each year or 3) average for each year?
8.2	ANSWER: Figures in your mentioned column shall be provided as average for each of the years, and then in the far right column “Period average”, average of provided numbers of the past 3 years.
9.1	QUESTION: What is required to be provided in the Section 5 “Fields of specialisation” of the Tender Form for a Supply Contract? Should it be the list of Specialists performing different tasks?
9.2	<p>ANSWER: In this section of the Tender form for a Supply Contract the Tenderer shall list the specialisations of the company relevant to the subject of this contract (supply of furniture and household equipment). Other possible business activities, which your legal entity performs, such as lease of premises, sales in tiles, etc. are not of the primary interest for this tender. In case if part of assortment (such as household supplies) will be sub-contracted by you for this contract, please, do not mention them in this section, showing the relevant specialisms of your company only.</p> <p>Sub-contracted items or services shall not be mentioned in this table.</p> <p>In the case if tender is submitted by a consortium of companies, the specialisms appropriate to the Leading company of your Consortium and its Members 2, 3, etc., shall be indicated in the relevant columns: Leader and Member 2, Member 3, etc.</p> <p>It is NOT the list of specialists who perform different tasks.</p>
10.1	QUESTION: Please, clarify whether the price of our tender declared in the “Tender Form For a Supply Contract”, Article 7: Tenderer’s Declarations, point 3, should be final and the same as stated in the Hypothetical Scenario of Annex IV “Budget Breakdown”?
10.2	ANSWER: Yes.
II	Questions to Annex II+III: Technical Specifications+Technical Offer
11.1	QUESTION: In the note to tenderers at the 1 st page of the Annex II-III: Technical Specifications + Technical Offer it is required that “product prices quoted in the financial offer shall include all transportation, assembly and installation costs” to any destination point in Ukraine. Please, advise whether this condition can be changed, since the majority of our products are initially delivered to Kyiv and price for further delivery is hardly to be estimated.
11.2	ANSWER: Delivery conditions of this tender remain as they are in tender documents.
12.1	QUESTION: Please, clarify what column of the table of the Annex II-III: Technical Specifications + Technical Offer is envisaged for our special unique offers.
12.2	<p>ANSWER: There is no space in the Annex II-III: Technical Specifications + Technical Offer for such information and it shall not be contained there. Contracting authority will not accept the offer if variants will be offered for all or certain positions.</p> <p>The tenderers may provide/indicate any additional items they want to offer but they shall not be included in this Annex II+III – they shall be offered separately, outside and in addition to this Annex II+III (e.g. by catalogue). <u>These additional items will not be subject of the evaluation.</u></p>

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	During contract implementation Contracting Authority may order additional items if deemed necessary (see also article 1.1.5. of the Framework Contract).
13.1	<p>QUESTION: For item 1.1 – Please, specify the requested width of the drawer, specifically: whether it is necessary for the drawer to have the same width as the table, which is 1000 mm? There is an option for tables with 3 legs and 4th support with the built-in drawer of 400-450 mm width. Please, consider this comment and give your feedback.</p> <p>What type of frame should be used in this item? The metal frame would serve as reinforcing system, would be available for reusable reassembly being more stable and strong.</p> <p>Can the minimum acceptable level of fabric light resistance be decreased from 5 to 4?</p>
13.2	<p>ANSWER: We expect the tenderers to provide their own technical solutions, based on their experience and considering the reasonable quality/price balance.</p> <p>There is no limitation to the maximum width of the drawers, though their size shall be practical.</p> <p>There are no specific requirements for the material or type of the frame to be offered, it is left to your discretion.</p> <p>The minimum acceptable level of fabric light resistance is 5.</p>
14.1	<p>QUESTION: For items 1.1-1.3, 2.1-2.6, 3.1-3.4 - In the Corrigendum 1 to Annex II-III: Technical Specifications + Technical Offer the material is MDF, which is too expensive for office furnishing, while chipboard is the most popular material for such items, having fine quality at the reasonable price.</p> <p>For items 1.2, 1.3, 2.1 – Please, specify if panel-type legs should be made of chipboard/MDF/metal as well?</p> <p>What cable hole diameter in tables is more preferable: 60 mm or 80 mm?</p>
14.2	<p>ANSWER: For items 1.1-1.3, 2.1-2.6, 3.1-3.4 MDF / CHIPBOARD to be used. Please, refer to the new Annex II (Technical specifications) of Corrigendum n. 2.</p> <p>For items 1.2, 1.3, 2.1 MDF / CHIPBOARD to be used for panel-type legs.</p> <p>In tables the cable hole diameter of 80 mm is more preferable.</p>
15.1	<p>QUESTION: For items 2.3, 2.4, 2.5 – Please, specify what does Curve Edge mean in these items' technical description?</p>
15.2	<p>ANSWER: This technical characteristic means that the edges of surfaces shall not be sharp.</p>
16.1	<p>QUESTION: For items 3.2, 3.3 – What table support type is needed? Options may vary between: metal tube/chipboard/round/single/legs/if legs, how many legs then?</p>
16.2	<p>ANSWER: The type of support is not mentioned indeed and shall be offered by the Tenderer, but within limits of the technical specification requirements.</p>
17.1	<p>QUESTION: For item 4.3 – Please, clarify if this item should be exactly with the low back?</p>
17.2	<p>ANSWER: There two types of the chair backs: high type is for regular office use and low type is mainly for conference rooms. Item 4.3 is a conference chair.</p>

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18.1	QUESTION: For items 4.3, 4.4, 4.5, 4.6 – Please, consider whether the option to combine artificial leather for seat and mesh for backrest is acceptable. It would be comfortable for use, easy to clean-up and at better price.
18.2	ANSWER: No, the fabric type shall remain exactly the same, as it is mentioned in the technical specifications for items 4.3, 4.4, 4.6 with fabric and 4.5 with artificial leather. Please, refer to Corrigendum n. 2 to Annex II+III: Technical Specifications + Technical Offer.
19.1	QUESTION: For items 4.5, 4.6 – Please, clarify what is an ergonomic armrest for visitor chair? Normally high quality visitor chairs with armrests are basically ergonomic, armrests are not adjustable though. Is that what you need? If there are any other additional features, please, specify them.
19.2	ANSWER: There is a requirement for the visitor chair to be ergonomic, which implies that they shall be convenient for the user and adjustable. Please follow the technical specifications requirements (see Corrigendum n. 2 to Annex II+III).
20.1	QUESTION: For item 4.7 – From the functional point of view dining chairs made of plastic would be more rationally to use. Please, comment whether this option is acceptable.
20.2	ANSWER: Please follow the technical specifications requirements (see Corrigendum n.2 to Annex II+III).
21.1	QUESTION: For items 6.2 and 6.3 – The required length of the wardrobes implies the presence of 3 doors for 2 parts (both of them may have coat hanger rails). With 2-doors' construction there will be a danger that the whole structure won't be balanced and doors might fall out due to their weight. Please, clarify how many doors should be in this case?
21.2	ANSWER: We expect the tenderers to provide their own technical solutions, based on their experience and considering the reasonable quality/price balance for these items. Please follow the minimum requirements of technical specification.
22.1	QUESTION: For items 7.2 and 7.3. The length of each book shelf implies that the separator should also be installed in the centre of the shelf, which is not required in the specification. Otherwise, the shelves will not handle required weight of minimum 80 kg. Please, consider this detail and let us know your decision.
22.2	ANSWER: We expect the tenderers to provide their own technical solutions, based on their experience and considering the reasonable quality/price balance for this item. Please follow the minimum requirements of technical specification.
23.1	QUESTION: For items 8.1, 8.2, 8.3 – dimensions differ a lot, depending on the manufacturer. With required dimensions, the range of offers is not wide. Is it possible to limit the technical requirements for these items with only the quantity of seaters – for 1 seater, for 2 or 3-seaters or to expand dimensions to increase number of options.
23.2	ANSWER: Mission expects the Tenderers to provide their offers strictly following the technical specifications requirements (see Corrigendum n.2 to Annex II+III).