

# MINUTES OF THE INFORMATION MEETING

Tender procedure ref.: EuropeAid/140092/IH/SUP/UA (EUAM-19-06)  
Subject: **Supply of IT equipment & software for EUAM Ukraine**

held on August 08<sup>th</sup>, 2019

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

## **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 Information 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.

## **Participants:**

Representatives of 4 companies attended this Information Meeting.

5 staff were representing the Contracting Authority (EUAM Ukraine), amongst which 3 of Procurement Unit, 1 of Project Cell and 1 of CIS.

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 it's 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 questions and given answers:

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**QUESTION 1:** Regarding the warranty conditions of equipment, is it meant that such equipment will be repaired at premises of the Contracting Authority (on-site) or will be returned to the Contractor in order to replace/repair?

**ANSWER:** The warranty related repairs and/or replacement of the malfunctioning equipment shall be carried out by the Contractor by replacing the malfunctioning equipment or taking it for repairs (usually to the local authorized service centers or if needed/feasible at the premises of the Contractor).

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**QUESTION 2:** Online catalogue. In the tender documents it is said that the "reference models must remain available in the online catalogue during a minimum period of 6 months after their entry in the catalogue". If some of those models appear to be end-of-life according to the notification from their respective manufacturer(-s) before expiry of the said 6-months period, shall we keep the same items in the catalogue?

**ANSWER:** Subject to receipt of such notification from the manufacturer(-s), the Contractor shall immediately notify the Contracting Authority about the specific models (items) receiving the status "end-of-life" and propose to the Contracting Authority equivalent existing models (items) with matching or better technical and functional capacities, and which must meet the minimum technical requirements as per the "B3. Annex II + III: Technical Specifications + Technical Offer" file in the tender dossier. However, it is foreseen to avail for such procedure in exceptional cases as Contractor shall offer the IT equipment, which shall be lasting on the market relatively longer than forthcoming 6 months of the contracting period.

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**QUESTION 3:** Template “*B9. Annex VII Model Order Form EUAM-19-06*” contains mentioning of “lease of equipment”. Does it mean that the equipment under this framework contract will be leased and not purchased from the Contractor?

**ANSWER:** The provided order form is a draft and will be modified differently with every instance of ordering. Contracting Authority confirms that there is no lease of equipment foreseen in forthcoming Framework contract.

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**QUESTION 4:** It is envisaged that either EUR or UAH currency will be applied for payments under this contract, depending on the registration residency of the Contractor. Does EUAM have its own bank account or it executes payments through 3 parties?

**ANSWER:** All payments will be made from EUAM Ukraine bank accounts: for payments in UAH – local bank account in Ukraine, for payments in EUR – euro account from Brussels.

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**QUESTION 5:** If instead of standard 365 calendar days of warranty a longer period of warranty is proposed by a tenderer, will it provide any additional benefits to the tender in comparison with the other tenderers?

**ANSWER:** No. The “*B3. Annex II + III: Technical Specifications + Technical Offer*” file indicates the minimum technical requirements, which MUST be met by the applying tenderer, including the warranty conditions. No preferences will be given for the offered beneficial terms / conditions, if those will be exceeding established minimum technical requirements.

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**QUESTION 6:** Some items in the “*B3. Annex II + III: Technical Specifications + Technical Offer*” file contain a requirement for an OS (i.g. MS Windows) / certain software to be pre-installed in the respective hardware/equipment. Does it mean that the installation cost of such software must be included in the unit price for the equipment?

**ANSWER:** Yes, Contracting authority shall receive IT equipment finally configured as per technical requirements.

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**QUESTION 7:** In case software is ordered, will on-site/remote installation or technical support will be needed for it?

**ANSWER:** No. This will be handled by EUAM Ukraine. Electronic delivery is sufficient.

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**QUESTION 8:** As regards the prices of the framework contract, what are the possible revision options?

**ANSWER:** Price revision may be carried out as stipulated in the draft framework contract, Article 26.9.

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**QUESTION 9:** Regarding the extended warranty option, do we correctly understand that it will be needed only for the items labelled by the Contracting Authority?

**ANSWER:** Yes. The extended warranty must be offered for the labelled items (11 positions in total). For the remaining positions it is not needed. It may be ordered by the Contracting Authority upon its request.

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**QUESTION 10:** Does the supply of equipment to the delivery address of the Contracting Authority mean also its installation at place, plugging in, launching, testing etc.?

**ANSWER:** No. The supply of equipment under this framework contract envisages ONLY shipment to the delivery address of the Contracting Authority and unloading off the transport of the Contractor. The cost of additional elements (i.e. provision of the basic warranty, hotline support and online catalogue) must be included into the unit price of items in the tenderer's financial offer.

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**QUESTION 11:** What is meant by DAP Kyiv delivery within this framework contract?

**ANSWER:** Based on the previous contracting experience, it is expected that most of the IT supplies will be imported under the forthcoming framework contract. Important remark on the import procedure: customs clearance of the goods will be organized by the Contracting Authority (Logistics unit) at its own expense in cooperation with the Contractor. Imported goods will have to be delivered to a customs terminal (to be coordinated with the Contracting Authority Logistics Unit) and after customs clearance procedure the goods will have to be delivered to the address in Kyiv.

EUAM Ukraine is exempt from the liability of payment of any taxes in Ukraine, including the customs duties and VAT.

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**QUESTION 12:** Was external consultancy used in the process of the preparation of the Technical specifications for this tender procedure?

**ANSWER:** All documents (including the Technical specifications) were prepared solely by the Mission's internal resources and based on the experience obtained from the previous IT tenders / contracting.

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**QUESTION 13:** Can the incumbent supplier of IT equipment & software for EUAM Ukraine submit their tender within this tender procedure?

**ANSWER:** Yes. Based on the principles of equal treatment and fair competition, there are no restrictions to the incumbent supplier to submit a tender within this international open tender procedure. Tender is open for all economic operators. No preferences or advantages will be granted to the incumbent supplier in comparison with the other tenderers.

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Several comments to the Technical Specifications were received, however it was asked to submit such observations in writing. Contracting Authority will assess them and will address properly in due time.

#### CLOSING REMARKS 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.

All questions, which have already been submitted to the e-mail [tenders@euam-ukraine.eu](mailto:tenders@euam-ukraine.eu), and those which will be submitted in time up to the deadline for submission of requests for clarifications by tenderers, will be addressed in the Clarification Notes of the Contracting Authority. Such Clarification Notes with all questions and answers will be published on the following web resources:

- [DG International Development and Cooperation](#);
- [EUAM Ukraine official website](#).

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