



## CONTRACTING AUTHORITY'S CLARIFICATION NOTE Nr.1

### TENDER FOR SUPPLY FRAMEWORK CONTRACT EuropeAid/140087/IH/SUP/UA (EUAM-18-57) "Lease of simultaneous interpretation equipment"

Question No	Requested clarification*	Clarifications
<b>1</b>	<p>Annex IV: BUDGET BREAKDOWN:</p> <p>It is about the delivery cost from our warehouse in Kiev to your locations for short-term projects. It is different to different locations. And we have to add it to your "Budget Breakdown" if you need the exact information for your budget. The same we could say about accommodation for our technicians and about their daily allowance (per diem).</p> <p>You will not see this money in your "GRAND TOTAL YEARLY COST" if we do not include it.</p> <p>Should we add this information to your Budget Breakdown?</p>	<p>The unit lease cost per each respective location, as specified in the Annex IV: BUDGET BREAKDOWN, must include all costs related to the lease of the concerned equipment (including transportation/delivery of equipment to the designated locations, travel and per diem costs of experts, if necessary).</p> <p>The costs for backstopping and support staff, as needed, shall be included there as well.</p> <p>The above principle applies to all locations mentioned in the Annex IV: BUDGET BREAKDOWN.</p>
<b>2</b>	<p>Annex IV: BUDGET BREAKDOWN:</p> <p>It is about your BATCH for short-term projects.</p> <p>Should the cost of renting equipment in other cities other than Kiev include within themselves the delivery and work of employees.</p> <p>Or is the delivery and work of employees included in the additional services?</p>	<p>See the answer above to Question 1.</p>
<b>3</b>	<p>It is about short-term projects.</p> <p>Should we dismount the set of equipment in EUAM HQ in Kiev in order to go to another short-term location or should we use additional set of equipment for this purpose?</p>	<p>According to the Annex II + III: TECHNICAL SPECIFICATIONS + TECHNICAL OFFER, there are two types of the lease concerned under this framework contract:</p> <ol style="list-style-type: none"> <li>1. long-term lease of simultaneous interpretation equipment and soundproof booth in EUAM's location in Kyiv (EUAM Ukraine HQ);</li> <li>2. short-term lease of simultaneous interpretation equipment and soundproof booth in non-EUAM's Kyiv locations and in other locations throughout Ukraine, excluding EUAM Ukraine HQ in Kyiv.</li> </ol> <p>For the long-term lease, the leased equipment must be stationary and installed on rental basis 24/7 (i.e. permanently).</p>

\* The questions are quoted as they were received from the requesting parties.

		<p>For the short-term lease, the concerned equipment will be leased on ad-hoc basis (as needed by EUAM Ukraine) and it must not interrupt the long-term lease at EUAM Ukraine HQ. In other words, there must be separate (and independent of each other) batches (sets) of the leased equipment dedicated to the long-term and the short-term lease.</p> <p>Please note that the ad-hoc events requiring short-term lease of the concerned equipment (excluding EUAM Ukraine HQ in Kyiv) may sometimes occur simultaneously (i.e. on the same date(-s) at different locations). The possible frequency of such situations will be around 10-25% out of all instances of short-term lease being ordered by EUAM Ukraine under this contract.</p> <p>In such cases, the batches of equipment leased for short term will have to be separate per each specific location for which it is ordered.</p>
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