

# MINUTES OF THE INFORMATION MEETING

Tender procedure ref.: EuropeAid/140087/IH/SUP/UA (EUAM-18-57)  
Subject: **Lease of simultaneous interpretation equipment**

held on February 01<sup>st</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 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 2 companies (potential tenderers) attended this Information Meeting.

4 people were representing the Contracting Authority (EUAM Ukraine), among which 2 of Procurement Unit, 1 of Project Cell and 1 of Translation Team.

**QUESTION 1:** In the Annex II + III: Technical Specifications + Technical Offer (page 2), the indicated quantity of IR Receivers is 50 pcs (1 per person). Does it mean the minimum necessary quantity of IR Receivers in the batch for lease?

**ANSWER:** Yes.

## **Conclusion:**

Procurement Unit explained to the representative of potential tenderers the subject and the contents of the tender dossier and the tender documentation to be included in the tender submission of the tenderers, as well as the concerned contract's structure and duration, the selection and award criteria. The respective presentation file is attached to these Minutes.