

MINUTES OF THE INFORMATION MEETING

Tender procedure ref.: **EuropeAid/140-354/ID/SUP/UA (EUAM-19-26)**

Subject: **OFFICE FURNITURE AND HOUSEHOLD EQUIPMENT**

held on July 12th, 2019 at 11:00 a.m. by Kyiv time

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.

3 people were representing the Contracting Authority (EUAM Ukraine), among which 2 of Procurement Unit and 1 of Logistics Unit.

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 II 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 11 questions and given answers:

Q1: The Period of implementation of tasks mentioned in the Article 15. of the Supply Contract Notice is considered as short. If some ordered articles from this list shall be imported, the customs clearance may delay the supply process. Is there a possibility to extend it?

A1: The time limits for delivery in Article 15. Period of implementation of tasks of the Supply Contract Notice and Article 1.1.3 of the Draft Contract were revised as follows:

- no later than 28 calendar days for items 1.1-9.6 (i.e. all the items included in the Technical Specifications)

- for items 10.1-10.3 delivery terms shall be specified in the Order Form and could vary from one hour to couple days.

- no later than 37 calendar days for the items which are not initially included in the Technical Specifications (e.g. as additionally ordered by the Contracting Authority as per Article 1.1.5 of the contract, or optionally offered by the tenderers (e.g. catalogue)

after e-mail submission of the approved Order Form by Contracting Authority to the Contractor.”

Q2: Do the quantities of articles provided in the Hypothetical scenario of the Annex IV Budget Breakdown reflect quantities which EUAM intends to procure during 1 calendar year? Is there any pre-approved plan or schedule of one-off purchases?

A2: The quantities in the "Hypothetical Scenario" are estimated only and provide our expectations for procurement on 1-year basis. They will be used for financial evaluation purposes only and EUAM is not obliged to purchase them after this contract is signed.

The exact plan of purchases does not exist, due to the specific character of Mission activities, including Projects, so, needs in furniture and household equipment cannot be predicted or specified in advance.

Please, find attached updated Annex IV Budget Breakdown with the Hypothetical scenario in the Corrigendum 1 with revised quantities.

Q3: Please, clarify units in which the **item 10.3 "Design services"** is defined and shall be priced.

A3: The unit of measure for item 10.3 "Design services" is "**1 specialist per 1 hour**".

Based on each specific request of the Contracting Authority, the company will have to advise their estimation in regards of the time for provision of furnishing plans in 2D and 3D and color pictures.

The Contract Manager of the Contracting Authority reserves the right to assess the reasonableness of time quoted by the Contractor. If the time proposed is acceptable to the Contracting Authority, the latter reserves the right to purchase the service via official Purchase Order.

Q4: Technical offer shall provide items in several options of colour finishes, though specific RALs are not defined. What if our palette of finishes is very wide and almost all colours are available for selection?

A4: You are right, Technical specifications are not too restrictive in purpose in order to give wider possibilities to Tenderers for offering.

Your technical offer shall clearly state available options (at the quoted price) responding to minimum technical requirements. Your products shall be proposed in at least those colours, which are included into the minimum selection.

Q5: The price range as well as the number of options for **item 4.3 Conference chair FLB** is too wide, since chairs in leather finish are much more expensive. Please, clarify in detail what is meant under the requested **Surface material: fabric, leather**.

A5: Please be informed that Technical specifications of the **item 4.3 Conference chair FLB** has been revised. The requested **Surface material** was changed into "**fabric**" only. Please, refer to the new Annex II (Technical specifications) of Corrigendum 1.

Q6: A number of furniture items, requested in Technical specifications (for example, item 1.1) have options in regard to material: **MDF/chipboard**. MDF is more expensive, that is why companies will offer the cheaper variant in chipboard by default. Please, clarify where MDF is critical for you.

A6: The material of **items 1.1-1.3, 2.1-2.6, 3.1-3.4** were changed into **MDF**. Please, refer to the new Annex II (Technical specifications) of Corrigendum 1.

Q7: The assortment which our company may offer is much wider. Can we attach our catalogue to our tender offer? How prices of the technically new items (not included into the Technical specifications list) will be regulated during the contract implementation?

A7: You may provide your catalogue within your tender offer, but it won't influence upon Technical evaluation of Tender. Special (unique) products have to be offered for every category of the Technical specifications in the Column 3 of the document.

Please note that it is not sufficient to use web-links to the websites with the detailed Technical description and will not be considered. If you wish to demonstrate pictures of your offered products, please, make a

clear reference in your Technical offer to attached pictures. However, pictures will be only complementary information.

Products, which are out of the list from Technical specifications, may be ordered during contract implementation period as stated in the Draft Contract of the tender dossier, Article 1.1.5.

Q8: What about items, which will be offered by us during tender, but would be discontinued during the contract implementation? Those can be items, which are not produced by our company, for example, household appliances.

A8: If some item is discontinued during the Contract implementation period, the Contractor shall offer the equivalent substitute, not lower in its technical characteristics than the original product. In this case the procedure, stated in the Draft Contract of the tender dossier, Article 1.1.5, shall be applied.

Q9: 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 *Contents of tender* of the *Instruction to Tenderers* requires "Duly authorised signature" to be supplied in text-free format. Please, clarify on that.

A9: This document shall prove that the person who signs on behalf of the company, joint venture or consortium is duly authorised to do so. 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.

In other words, those shall be copies of appropriate documentary evidence 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.

Q10: Is it necessary to send 3 copies besides the original exemplar of the tender?

A10: It is required in the Instructions to Tenderers. Besides, an electronic version of the financial offer shall also be attached.

Q11: What other papers do you require to be submitted by Tenderers within their tender offers as the supporting documents a) to the legal entity file and b) to the financial identification form?

A11: Copies of the following documents shall support:

- a) the legal entity file of the local (Ukrainian) company:
 - a recent extract from the United State Register of Legal Entities and Natural Persons-Entrepreneurs (in Ukrainian – "*Витяг з Єдиного державного реєстру юридичних осіб та фізичних осіб – підприємців*"), administered by the Ukraine's State Enterprise "Informational and Resource Center".
- b) the financial identification form, in case if it is not authorised (signed and sealed) by your bank representative:
 - recently issued bank certificate (issued in the free format) acknowledging the details of the bank account of your company into which payments should be made.

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.

Annexes to the present Minutes:

Annex I: Corrigendum 1 including relevant updated documents.

Annex II: Presentation given in the meeting.