

## Call for tenders' details

Title: Provision of office furniture to the European Environment Agency.

Start date: 02/07/2016

Time limit for receipt of tenders: 12/08/2016

Contracting authority: European Environment Agency (EEA)

Status: Closed

## Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	15/07/2016 13:01	19/07/2016 11:30	Annex 6 Tender Specifications	Article II.1.13 Guarantee states that a longer period can be applied in Annex I. We do not find any room for this in Annex I. Please specify.	<b>19/07/2016</b> As specified in section 6 of the tender specifications (Annex I), the minimum warranty and technical support requested is two years on site covering replacement of defective parts, labour and visiting costs to EEA premises. For more details regarding the scope of the technical support within the warranty period, please refer to section 6 of the tender specifications (Annex I).

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	15/07/2016 13:38	22/07/2016 11:49	Annex 6 & 8	<p>Could EEA please provide a DWG drawing of the room?</p> <p>We recommend EEA a book case with w90 to create a more aesthetic design. Does EEA accept?</p>	<p><b>22/07/2016</b> A DWG drawing of the conference room is now available in the document library for this call for tenders. With regards to the dimensions of the book case, EEA would accept a w90 book case. Please note however that as further specified in section 6 of the tender specifications, the furniture must be made from sustainable timber and the items to be used in the offices should have the same colour as the furniture already in use at the EEA.</p>
3	21/07/2016 14:40	25/07/2016 11:46	Office chair	<p>For the high office chair do EEA require a neck rest or could we offer that as an option to keep the price level down?</p>	<p><b>25/07/2016</b> Please note that the high office chairs have to be ergonomic and therefore there should be a neck rest.</p>

**Call for tenders questions summary**

#	Submission date	Publication date	Question subject	Question	Answer
4	02/08/2016 11:30	08/08/2016 13:52	Tender Specification	<p>Permanent set-up scenario: Does EEA want to receive different 3 drawings showing 10, 40 and 80 participants in a permanent set-up or is it only one drawing illustrating the big meetings with 80 participants?</p> <p>Please clarify what is meant by: (max 20 min 13)</p> <p>Modular set-up scenario: Does EEA want to receive three different drawings showing 10, 40 and 80 participants in a modular set-up or is it only two drawing illustrating 10 and 40 participants?</p> <p>It would be very much appreciated to receive your answer by noon this Thursday. Thank you in advance</p>	<p><b>08/08/2016</b></p> <p>The EEA expect to receive documentation demonstrating how the solutions in both the permanent and the modular set-up scenario would address the minimum requirements set out in section 6 of the tender specifications (i.e. smaller meetings (up to 10 participants where all can face each other), medium-size meetings (40 participants where all can face each other) and big-size meetings (up to 80 participants seated at the same time)). Tenderers are free to choose how they want to present the proposed solution in their technical offer.</p> <p>With regards to (max 20 min 13), these represent points that can be obtained for this award criterion. 20 is the maximum number of points that can be obtained and 13 is the minimum number of points that a tender shall achieve in order to be evaluated further.</p>

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
5	03/08/2016 15:32	08/08/2016 13:54	1. Annex 5 - Financial offer 2. Tender specification - page 5	1. The pricing for the permanent and modular set up - is that for 80 meeting participants?  2. Since our service team always brings the mentioned spare parts such as wheels, hinges etc. will EEA waive the claim for the deliverance of these spare parts?	<b>08/08/2016</b> 1. Yes  2. As stated in section 6 of the Tender specifications, the EEA is requesting that all office furniture must be delivered with adequate mechanical spares, such as chair wheels, cupboard hinges, padlocks, bookcase shelf holds, at a quantity of at least 10% of the ordered quantity for future replacements. Therefore, your team should not have to bring these spare parts when called for service.
6	08/08/2016 16:35	08/08/2016 16:40	Desk elevation	Would a desk with rectangular table pillar and a desk with round table pillar be evaluated equally?	<b>08/08/2016</b> Yes.
7	08/08/2016 16:45	08/08/2016 16:46	Desk elevation	Is it a requirement that the elevation function button is enshrined/incorporated in the table top?	<b>08/08/2016</b> No, there is no requirement with regards to the position.
8	08/08/2016 16:59	08/08/2016 17:00	Table lamps	No table lamp models are shown; should the lamp be delivered with table mount or with a lamp base? Please specify.	<b>08/08/2016</b> The table lamps should be delivered with a lamp base.
9	08/08/2016 16:47	08/08/2016 17:16	Desk elevation	Is the table required with elevation height 50 cm (70 – 120 cm) or 65 cm (61 – 126 cm)?	<b>08/08/2016</b> We have 65 cm elevation height today but it is not a requirement.
10	08/08/2016 16:48	08/08/2016 17:27	Drawer cassette	In the attached photo the drawer is shown with a shelf between the drawers, is this a requirement?	<b>08/08/2016</b> No.

## Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
11	08/08/2016 16:49	08/08/2016 17:30	Drawer cassette	We evaluate that it is only the top drawer that is lockable, is this a wish or is there a requirement for a central lock?	<b>08/08/2016</b> The drawers should be lockable as shown in the pictures in Annex 8.
12	08/08/2016 16:56	08/08/2016 17:45	Office chairs	Two different models are shown which are provided exclusively by your current supplier. We assume that all office chairs which fulfil the functional requirements are evaluated equally?	<b>08/08/2016</b> Yes, they will be evaluated equally on the basis of the criteria set in the tender specifications (e.g. technical merit, price).
13	08/08/2016 16:52	08/08/2016 17:53	Bookcase with doors	There is a bookcase shown 112wx118hx42d, are these measures a requirement? Would one of our standard bookcases with the dimensions 81wx117hx39d be accepted?	<b>08/08/2016</b> For the purpose of a meaningful evaluation of the tenders, you are requested to quote a price for the dimensions set in Annex 5 - Financial offer.
14	08/08/2016 16:57	08/08/2016 17:56	Office chairs	There are no requirements as to the quality of the fabric, would you like this to be specified?	<b>08/08/2016</b> Tenderers are advised to elaborate on the quality of the items proposed in order to score higher in the criterion no 3 of the Technical merit.