

Call for tenders' details

Title: Provision of office furniture to the European Asylum Support Office.

Start date: 21/04/2017

Time limit for receipt of tenders: 02/06/2017

Contracting authority: European Union Agency for Asylum (EUAA)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	12/05/2017 10:23	12/05/2017 14:01	One administrative section for 3 lots?	We are working on all 3 lots offer: do you think we can prepare only one "Section one: Administrative Part" for all three lots and then Section two and Section three for each lot separately?	12/05/2017 The administrative part should be provided to each Lot for which the tenderer intends to submit an offer. The tender must be placed inside two closed envelopes, the inner envelope must also contain for each lot, the administrative part and two closed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	12/05/2017 12:25	12/05/2017 14:07	Eligibility	<p>1) is it allowed to make an offer only for one or two lot?</p> <p>2) is a lower evaluation rate foreseen for an offer that not includes the whole 3 lots? what is the EASO preference?</p> <p>3) what are the evaluation criteria?</p> <p>Bests</p>	<p>12/05/2017 EASO envisages awarding a framework supply contract per geographical Lot (one Contractor per Lot) for the provision of furniture:</p> <ul style="list-style-type: none"> •Lot 1Provision of office furniture products in Malta •Lot 2Provision of office furniture products in Greece •Lot 3Provision of office furniture products in Italy <p>If several lots are awarded to the same tenderer, a single contract covering all the concerned lots may be signed.</p> <p>The award criteria applied are listed in pages 28 and 29 (stage 3) of the technical specifications document.</p>
3	12/05/2017 10:26	12/05/2017 14:14	deadline	<p>We will send you our offer by postal service. Does it mean tendr must be RECEIVED no later then 2/6 or we can SEND it no later then 2/6 (with postmark as an evidence)?</p>	<p>12/05/2017 The tender must be received no later than 02/06/2017.</p> <p>If means of submission is by post the time limit is 24:00 CET of the 02/06/2017.Evidence of dispatch: post mark.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
4	19/05/2017 16:03	23/05/2017 09:14	item Ref 004	We have a question concerning Item Ref 004. The lenght of the Three seater sofa is specified as 127cm, it is the same dimensions as it is specified for Ref 001 Two seater sofa. The approximate lenght of Three seater sofa should be 1.500 mm. Can you explain this please?	23/05/2017 There was a clerical error for items Ref. 004 and Ref. 005. The error was now rectified and the new approximate length for the three seater sofa mentioned under Ref. 004 and Ref. 005 is 150 cm. A revised version of the technical specifications will be available.
5	22/05/2017 18:08	23/05/2017 09:22	Price	On Annexe II the "net price A" has to be calculated including the % of discount or not?	23/05/2017 Please follow the instructions in Annex II. Price A is the net price without discount. The net price with discount should be indicated in a different part of the offer including the percentage of the discount applied. You can find the instruction at the end of the form.
6	23/05/2017 10:33	23/05/2017 19:15	other services valuation	Can we offer some additional/optional services such as consulting on interior design or architectural consultations? Does it have to be part of the price of furniture or can it be listed as an hourly rate?	23/05/2017 Please follow the requirements of the technical specifications document.
7	23/05/2017 10:30	23/05/2017 19:18	express delivery	If demanded we can offer you an express delivery with eg 30% surcharge. Is it acceptable?	23/05/2017 Please follow the requirements of the technical specifications document.

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8	26/05/2017 12:10	29/05/2017 11:12	samples	Dear Sirs, Do you need the samples for the items for which it is indicated (REF001, REF002, REF003, REF004, REF005, REF009, REF010, REF023), or the pictures and the colours tables are enough? Thank you Regards	29/05/2017 Please refer to the requirements of the tender specifications document.
9	26/05/2017 12:03	29/05/2017 11:17	envelopes	Dear Sirs, As indicated in the invitation to tender in point 3.4 there are 3 sections and so 3 envelopes to prepare for each lot : - administrative proposal: must contain form 1, form 2, form 3, form 4, form 5, form 6, form 7, form 8 and what required for technical and professional ability and the annual turnover - technical proposal: which must contain annex 1 - financial proposal: which must contain annex 2 Which envelope must contain the literature/catalogue? Calculating that in the catalogue we have to indicate the prices too. What written above is correct? Thank you Regards	29/05/2017 The tender must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". The inner envelope must also contain two closed envelopes, one containing the technical tender and the other the financial tender. Each of these envelopes must clearly indicate the content ("Technical" and "Financial"). The catalogue is part of the tender.

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10	26/05/2017 12:03	29/05/2017 11:18	items REF026	Dear Sirs, The measures indicated in technical specification seem strange. Are they correct? Thank you Regards	29/05/2017 Please clarify your request
11	26/05/2017 12:02	29/05/2017 11:19	items REF001, REF002, REF003, REF004, REF005	Dear Sirs, Could be imitation leather acceptable for these items? Thank you Regards	29/05/2017 Please refer to the requirements of the technical specifications document.
12	26/05/2017 12:01	29/05/2017 11:21	Annex II	Dear Sirs, As specified under point 3.4.5 of technical specification "Tenderers must use the financial proposal form Annex II with attached excel tables to formulate their financial proposal. For the purposes of evaluation, "price" in this formula shall be the total net price after discount of the scenario in the financial proposal form Annex II calculated to two decimal places" . We have to attached another excel document or does it refer to the tables already included in annex 2? Thank you	29/05/2017 Please draft the financial proposal according the Annex II template (net price, vat amount, discount if applicable).

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#	Submission date	Publication date	Question subject	Question	Answer
13	26/05/2017 11:48	29/05/2017 11:24	Prezzi annex 2	ho il dubbio sui prezzi da inserire nell'annex 2 e di conseguenza nel catalogue/literature. Che prezzo si intende nella colonna NET PRICE? Il prezzo netto di cosa? Di IVA? O centra con lo sconto che chiedete in fondo alla tabella? Quindi nel catalogo metto i prezzi netti come da Annex 2?	29/05/2017 Please draft the financial proposal according to Annex II template (net price, price with vat amount, discount applied and price after discount). Net price is without VAT. Per l'offerta finanziaria per favore seguire il formulario Annex II. Il prezzo netto e' senza IVA applicata.
14	29/05/2017 16:17	30/05/2017 10:49	Financial table in excel?	Please can you provide us with the "Annex II financial proposal form" if excel format? Thank you	30/05/2017 The only format available is the one published in document library

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