

Call for tenders' details

Title: Supply of Office Furniture and Provision of Ancillary Consultancy Services to the European Environment Agency (EEA)

Start date: 16/06/2020

Time limit for receipt of tenders: 20/07/2020

Contracting authority: European Environment Agency (EEA)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	19/06/2020 22:31	22/06/2020 18:59	Repair requirements	In the tender documentation, it is stated in the case of defects, a contractor is obliged to send personnel for the repair within 7 days or complete the tasks within 20 days if the repair requires transportation of defected parts. If a tenderer is based in a foreign country, is it permitted to hire a local company to repair defects to ensure timely repair?	22/06/2020 As stated in section 2.1.3. Subcontracting, the contractor may enter into legal commitments with other economic operators, which will perform part of the contract on its behalf. The contractor retains full liability towards the Agency for performance of the contract as a whole. Tenderers must state in annex 1 (administrative data) what part of the work, if any, they intend to subcontract and to what extent (i.e. what percentage of the total contract value as specified in section 1.6).

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2	19/06/2020 12:37	24/06/2020 13:02	.DWG drawings of floorplans	According to your requirement from paragraph 2.2.3.1 we have to provide 3D representation for your spaces in 1st and 3rd floor. Unfortunately it is not possible to use .pdf file which are in tender documentation, because the dimensions are missing in floorplans. Are you able to provide us .dwg files or files with dimensions of rooms/area?	24/06/2020 Please see the .dwg files published in the Document library tab.
3	18/06/2020 14:38	24/06/2020 13:06	Drawings for presentation	Can we get dwg files (autocad) drawings over the 2 areas on 1st and 3rd floor to be presented? Can you indicate the future material and colour of the floor in the 2 areas mentioned?	24/06/2020 Please see the .dwg files available in the Document library tab. The floor material will be linoleum, and the colour "dessert sand".
4	16/06/2020 15:13	24/06/2020 13:10	Technical questions	Is there a minimum order quantity?	24/06/2020 No.
5	16/06/2020 15:13	24/06/2020 13:12	Technical questions	Should the disposal of obsolete furniture be done in conjunction with every order? Or for example can you also call us only to do the disposal of the old furniture?	24/06/2020 Disposal of obsolete furniture will not be required with every order however, when necessary, it will be combined with a delivery.
6	16/06/2020 15:13	24/06/2020 13:14	Technical questions	Are there particular days / times for delivery?	24/06/2020 Deliveries shall be done during work hours, Monday to Friday 08:00 – 16:00.

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7	16/06/2020 15:13	24/06/2020 13:16	Technical questions	Is there accessibility to the site for trucks?	24/06/2020 For the purpose of deliveries, trucks can be parked in front of the building.
8	16/06/2020 15:13	24/06/2020 13:19	Technical questions	Do we need an elevator or similar that can be used to bring the goods to the floors?	24/06/2020 There are two elevators that can be used, however, if the goods delivered cannot fit the elevators, they must be carried on the stairs.
9	16/06/2020 15:13	24/06/2020 13:21	Technical questions	Point 2.2.3.1 of ANNEXE 1 Provision of installation and consultancy services: we have to make a proposal for the refurbishment of two sample office space areas. Do we have to make the proposal only with the products of annexe 7 or can we add our other products?	24/06/2020 The products presented in annex 7 represent a standard work station. Tenderers are free to add other products, as they see fit.
10	16/06/2020 15:13	24/06/2020 13:25	Technical questions	Do you have an idea of how many workstations we have to provide?	24/06/2020 The estimated number of workstations for 1st floor is 20 and for 3rd floor is 30. However, these numbers may change depending on internal decisions.

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11	24/06/2020 14:10	24/06/2020 14:14	Purpose and scope of the contract	We have become aware of that the EEA is tendering for supply of office furniture and provision of ancillary consultancy services in order to improve the work environment in the EEA. In regards to the tender, I would like to ask if it is possible to apply for the consultancy services only?	24/06/2020 While the scope of the Agency's call for tenders No EEA/ADS/20/004 encompasses both aspects, the focus is primarily on the supply of office furniture, whereas the provision of consultancy services is an ancillary aspect. For that reason, the call for tenders is not divided into two separate lots and tenderers shall apply for both the supply of office furniture and the provision of consultancy services, as a whole. It is however entirely up to the tenderer to select and choose how they intend to deliver the supply and provide the requested services. In this respect, please refer to the provisions contained in sections 2.1.2 and 2.1.3 of the tender specifications.
12	22/06/2020 11:47	26/06/2020 17:54	Furniture disposal	Must old furniture be disposed of or can it also be resold? Thank you	26/06/2020 The disposal of old furniture shall be part of the services to be provided by the future contractor, who is free to decide however how to proceed with the old furniture. In line with the environmental considerations specified in the tender specifications, preference should be for recycling or reuse of old furniture whenever possible.

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13	24/06/2020 19:56	29/06/2020 10:32	Gym/fitness room in the basement	Thank you for providing such a great opportunity to help with furnish the EEA new office. Do we need to include the training gym equipment in the tender?	29/06/2020 The training gym equipment shall not be included in the tender, as it is beyond the scope of this call for tenders.
14	16/06/2020 15:13	10/07/2020 12:54	Technical questions	Are the products to be supplied only those represented in the photos in Annex 7? Are there more detailed specifications about the products? Dimensions, finishes, etc...	10/07/2020 The photos in Annex 7 present a standard work station for which dimensions are specified and finishes visible. Please note the minimum requirements in section 1.4 in the Tender specifications. Other products may be requested, as stated in section 1.3. Description of the foreseen services (e.g. sofas, meeting booths, acoustic solutions, meeting chairs/tables etc.).

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15	03/07/2020 15:34	10/07/2020 13:25	Deployment of furniture	<p>We need to know more details concerning organizational structure of agency and better description of teams placed in each floor. For example we need to know how many work teams will be placed in 1st and 3rd floors. What is the working hierarchy of each group. An example - "1st floor - 2 working groups. Financial department and Procurement Team Financial Department - 1 head + 1 deputy + 10 accountants Procurement Team - 1 head + 1 deputy + 15 members Each head and deputy need to have own separate workstation. Each team needs to have meeting table for 10 people." Can you provide us such information? We would like to prepare the design of interior as accurate as we can.</p>	<p>10/07/2020 The Agency is organized in eight programmes each subdivided into one, two or three groups (see organigramme at the following link: https://www.eea.europa.eu/about-us/who/staff/chart). In their current setting, programmes are distributed per floor in the building, with for instance the administrative services located in one shared activity-based working open space on the second floor. With the introduction of the activity-based working concept, the Agency aims at offering greater flexibility for the staff members using the building which, as such, might not require to maintain the same distribution of programme per floor as is currently the case. Tenderers are therefore free to make proposals for the refurbishment of the two samples office areas, taking into account the requirements specified in section 1.3 of the tender specifications and in the award criterion No 2 on technical merit.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
16	03/07/2020 15:41	10/07/2020 13:28	Phone and meeting PODs	We saw phone PODs and Meeting PODs in the 2nd floor during our site visit. Are these PODs a part of furniture supply? How many PODs do you need per each floor? How big should be meeting PODs (4 people, 6 people, 8 people or more)?	10/07/2020 It is up to the tenderers to propose how the two sample office space areas can be refurbished into an activity based working environment complying with the five goals listed in section 1.3 of the tender specifications and including acoustic solutions, curtains, a reference to the functionalities of the space (concentration, communication, cooperation, chill-out), and at least 20 to 40 workstations according to the area. The PODs mentioned can be part of the proposal and it is up to the tenderer to decide on number and size.
17	03/07/2020 15:45	10/07/2020 13:29	Printers	What kind of printing machines? Do you use big copy centre for all employees on each floor. Or do you have smaller printers for each team? Is there exact place where copy centre shall be placed for example because of sockets etc.?	10/07/2020 The EEA uses central printing /copy / scan machines on each floor. In the case of the two sample office space areas, on the 1st floor the printer is placed on the corridor in front of the kitchen, while on the 3rd floor the printer is not in the area included in the sample.

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18	08/07/2020 10:16	10/07/2020 13:33	Postpone of deadline	We would like to prepare 3Ds of interiors and for preparation of optimal 3Ds we need about 10 day and because questions regarding the proposition of internal space haven't been answered yet, so we are already in delay. Would it be possible to postpone the deadline for submitting bids to tender?	10/07/2020 The replies to the questions you are referring to should not have a real impact on the proposal. Considering the fact that there are 10 days left until the deadline for submission and that this deadline, which is longer than the legal minimum requirement, has been set in accordance with internal Agency planning as to when to have a contract in place, your request for an extension of the submission deadline may not granted.

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