

**Q&A – Call for Tenders LISA/2017/OP/02 Framework Supply Contract for the Supply of Furniture for the New Building in eu-LISA's Operational site in Strasbourg**

**Series 2 - Replies to Questions received by 15.09.2017**

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**THE ANSWERS PROVIDED HERewith, INCLUDING THE REVISED ATTACHMENTS, SHALL FORM AN INTEGRAL PART OF THE RELEVANT DOCUMENTS OF THE TENDER DOSSIER.**

**Question 2.1**

Do you have tender documentation available in French.

**Answer 2.1**

Tender documentation is only available in English.

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**Question 2.2**

Have you defined the weighted Award Criteria for choosing the tenderer?

**Answer 2.2**

The Award Criteria is the lowest price as defined under sub-clause 3.5 of the Tender Specifications.

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**Question 2.3**

Do you need physical samples or printed samples?

**Answer 2.3**

Physical samples are not foreseen in this tender procedure – please see explanation in the answer of question 2.4. The printed material about the offered furniture is not required, but it can be included into the tender offer.

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**Question 2.4**

Is there a mock up, and if yes when would it be?

**Answer 2.4**

There is no mock up prior to tender award. After the signature of contract before each Order contractor will have to submit the fabrics, materials and colour choices that are to be from within the specified materials complying with the technical specifications.

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**Question 2.5**

Is there an oral defense, and if yes when would it be?

**Answer 2.5**

The evaluation and award is done by eu-LISA's services alone based on tenderers offer and written exchanges in case of a need for clarification during evaluation.

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**Question 2.6**

Budget 2.5M€ over 4 years : how many phases, for which orders and deliveries planning ?

**Answer 2.6**

Annex 3 of the Tender Specifications – Technical and Financial Offer form indicates some not binding volumes to be ordered in at least 4 separate deliveries as foreseen the scenarios therein.

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**Question 2.7**

Annex 1.2 Service Level requirements P4 : it is mentioned that the first orders are due the 15th of October, nevertheless submission is due on the 18th of October. Which dates have to be taken into account ?

**Answer 2.7**

The first delivery date is expected to be 10 weeks after contract signature taking into account the time needed for the coordination and preparation for a first order.

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**Question 2.8**

Please can you specify what you mean by "equivalent certifications" in case of the certificates "NF Environnement Ameublement" and "NF Office Excellence Certifié"?

**Answer 2.8**

The NF 217 (“NF Environnement Ameublement”) ensures qualitative but also environmental compliance towards twenty criteria in the fields of production, supply of raw materials, conditioning, transport and storage, use and operation, end of life and global life cycle.

Details and references to those criteria are defined under:

[http://www.fcba.fr/sites/default/files/produit\\_certification/referentiels/ref\\_nf217.pdf](http://www.fcba.fr/sites/default/files/produit_certification/referentiels/ref_nf217.pdf)

[http://nf-environnement-ameublement.com/documents/92\\_plaquette\\_recto-verso\\_nfev11\\_septembre\\_2015.pdf](http://nf-environnement-ameublement.com/documents/92_plaquette_recto-verso_nfev11_septembre_2015.pdf)

As such, a proposed item which presents attributes which are equal in values, measures, effects or significance of such criteria as well as its definitions and evidence, and which are to be provided in the submitted application, shall be considered as equivalent.

The NF 293 (“NF Office Excellence Certifié”) certifies the office furniture’s (tables, desks, partitions, seats, storage items, cabinets, ...) continuous technical quality and safety in terms of dimensioning, mechanical strength, durability, functional safety, fire behaviour, etc. by meeting European standards but also public procurement requirements, fire and electrical safety and performance in terms of finishing and its built in components.

Those technical but also environmental requirements and therefore standards to observe and comply with are clearly identified under:

[http://www.fcba.fr/sites/default/files/produit\\_certification/documents/pt\\_nf293.pdf](http://www.fcba.fr/sites/default/files/produit_certification/documents/pt_nf293.pdf)

As such, a proposed item which presents attributes which are equal in values, measures, effects or significance of such normative references and listed documents, and which are to be provided in the submitted application, shall be considered as equivalent.

Please note that according to article 42 of directive 2014/24/UE it is always the tenderer’s responsibility to prove in its tender and by appropriate means that the solutions proposed satisfy in an equivalent manner the requirements defined by the technical specifications, even if they do not directly comply with those.

Therefore, as to any equivalent norm to possibly refer to, tenderers shall provide clear and precise documentation and evidence on the European standard which is commonly transposed on the one hand by the particular NF criteria and on the other hand also by any other national technical norms and standards required and sought.

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### **Question 2.9**

In the document “Tender Specifications\_LISA-2017-OP-02” we read that tender offers must be:

“Clear and concise, with continuous page numbering, and assembled in a coherent fashion (but not bound or stapled)”;

If they can't be bound, how can we submit all the tender documents so that they are collected together?

**Answer 2.9**

The tender offer can be submitted in the file / self-binder which uses 2 to 4 holes or similar. Requirement "not to be bound or stapled" means that pages should not be attached with each order by gluing / stapling / book publishing bindery or fastening in a way that would require mechanical action for the separation of whatever page from the whole tender offer file.

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