

Minutes of meeting dated 4 July 2012

Supply and delivery of spare parts for vehicles with provision of ancillary services (installation of spare parts, maintenance, repair of vehicles) for EUMM vehicle fleet in Georgia under supply framework contract

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Participants:

EUMM:

Acting Chief TTO Officer Mr. Ian Tomlinson (IT)
TTO Officer Mr. Ryszard Pogorzelski (RP)
Procurement Assistant Ms. Ketevan Albekioni (KA)

Company representatives:

GEO Auto Ltd
Tegeta Motors
Toyota Tbilisi Center
Astra Digomi Ltd

IT briefed the participants on the technical specification and requirements.

KA briefed the participants on the instructions for preparing and submitting the tender documentation, highlighting common mistakes (such as missing signatures on some forms) that may become the reason for considering the documents as incomplete.

	QUESTION	ANSWER
1	As the delivery terms indicated in the tender dossier is INCOTERMS DDP, please, clarify if the VAT should be included in the offered price?	EUMM is exempt from paying taxes as per art 12. of the Instruction to Tenderers. Thus, the price offered should be VAT free.

To avoid unforeseen circumstances causing delays in the submission of tender documents KA and IT advised the participant companies to submit the documents as early as possible and not close to the deadline. The deadline is at 15:00, on 20.08.2012. The evaluation committee will start opening the envelopes at 16:00 of the same day as deadline. The bids that arrive after deadline will not be taken into consideration.

Additional questions can be addressed, within the timeframes as indicated in the tender dossier, to KA in written to the following e-mail address: tenders@eumm.eu. Replies will be sent to all participants companies, as well as published on EUMM website, Local Website - www.jobs.ge, and EuropeAid