

**EUMM**

**European Union Monitoring Mission**

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**Minutes of the information meeting**

**Local Open Tender procedure  
for supply contract for supply and delivery of visibility items with design for EUMM Georgia.**

Publication Nº: EuropeAid136622/IH/SUP/GE

Contract Nº: EUMM-14-3459

Date: 29 December 2014

Time: 14:00 hours (local time in Georgia)

Place: EUMM Head Office in Tbilisi (Georgia)

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An information meeting on the subject Tender Nº EUMM-14-3459 was held at the EUMM head office in Tbilisi on 29 December 2014 at 14:00 hours.

The purpose of this information meeting was to exchange views on the tender dossier with the prospective bidders present and to help them to:

* Understand the tender requirements in full;
* Assess their own suitability to bid on the contract for which this tender is being made.

Representatives from 1 company attended this information meeting:

1. Sheni Dizaini

EUMM procurement unit and PPIU representatives briefed the company representative about the administrative aspects of the tender dossier. .  
  
Few questions had been raised during the meeting by the company representative.

1. Question: **T-shirt**

Should the color of T-shirt (item no.12) be white?

Answer:

Color of the T-shirt is not defined in the technical specifications. It will be  
 defined based on the design.

1. Question: **Samples**

What kind of samples should be submitted?

Answer:

Samples should give us a clear idea of the material offered. Also, apart from   
 the material, we will check the printing quality.

1. Question: **VAT issue**

Should the price for the item provided   
 include VAT?

Answer:

EUMM is VAT exempt, thus all items delivered to EUMM should be VAT free. We can provide to the selected company all necessary documents on the issue.

The information meeting was declared closed at 15:00 hours.