

**Information meeting dated 27 September 2011**  
**Supply of Printing and Visibility items, ref. EuropeAid/132024/L/SUP/GE**  
**Minutes of the Meeting**

Participants:

EUMM:  
PPIO Officer  
Procurement Assistant

Participating companies  
Tree Design  
Ragtime  
Hot Delivery

During the information meeting EUMM Procurement Assistant briefed all participant companies on the main objective of the tender as per Procurement Notice and Tender dossier. EUMM Procurement Assistant explained the procedure of tender submission and templates of all annexes.

Main points outlined were that Tender Submission Form and declaration should be signed and stamped as well as Legal Entities and Financial Identification Forms. Company can quote on both Lots (1 and 2) or only on Lot 1 or Lot 2, but in each lot the full list of items should be quoted. The quantities in the Annex II-III in both Lots are estimated and one unit price should be given on each item.

**The summary of questions and answers is demonstrated in the table below.**

QUESTION	ANSWER
1  How should the tenders be submitted?	As per art. 10 "Submission of Tenders" of the Instruction of tenderers in Tender Dossier, "the tender must be submitted by registered letter with acknowledgment of receipt or hand-delivered against receipt signed by an EUMM authorized representative and sent to or delivered at the following address of EUMM HQ in Tbilisi, Georgia." Thus, the tender should be submitted in hard copy, in the sealed envelope.
2 Is it possible to divided maximum quantities of the items indicated in Annex II-III in ranges and indicate unit price to each range?	The maximum quantities cannot be divided in ranges. There should be one unit price indicated in the financial offer per each item.
3 Is it obligatory to submit samples of the items?	Yes, as per art.11 "Content of tenders" in Instruction of Tenderes of Tender Dossier "the technical offer should contain samples of the offered items".