



MINUTES OF THE INFORMATION MEETING ON THE TENDER FOR THE SUPPLY AND DELIVERY OF SPARE PARTS WITH PROVISION OF ANCILLARY SERVICES TO THE EUMM GEORGIA VEHICLE FLEET

Publication ref: EuropeAid/135161/IH/SUP/GE
Date: 16 May 2014
Time: 15:00 hours (local time in Georgia)
Venue: EUMM Head Office in Tbilisi (Georgia)

An information meeting on the Tender N° EuropeAid/135161/IH/SUP/GE (supply and delivery of spare parts with provision of ancillary services to the EUMM Georgia vehicle fleet) was held at the EUMM head office in Tbilisi on 16 May 2014 at 15:00 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 5 companies attended this information meeting.

Attendant companies were provided information related to the technical aspect of the contract implementation and about procurement related points. Information related to the Technical aspect provided to the companies can be seen below. (Annex A)

Procurement related issues, mainly related to the selection criteria and presentation of tender documentation also were discussed in interactive form and by visual and theoretical means.

Companies raised questions which are recorded below together with the corresponding answers given by Contracting Authority representatives who conducted this event:

N°	Question	Answer
1	Why the maximum budget of the tender is not indicated in tender dossier?	As this is a supply tender, it is contrary to EU Procurement Regulations to publish maximum budget available.

EUMM
European Union
Monitoring Mission

Krtsanisi Residential Area
49 Krtsanisi Street
Tbilisi, Georgia

P.O. Box No. 69
0102 Tbilisi 2, Georgia

Tel: + 995 (0) 32243719
Fax: + 995 (0) 32243718

www.eumm.eu

N°	Question	Answer
2	Is the company eligible for participation if the company has less financial turnover than it is indicated in the tender selection criteria and if it is possible to participate in consortiums?	No, companies not satisfying our minimum requirements on the selection criteria for this tender will be rejected on Administrative phase, however, creating consortiums or other contractual relationships and relying on other consortium member's capacities is allowed.

N°	Question	Answer
3	Payment term is increased in new contract; please specify what is the payment term 30 working days or 30 calendar days?	30 calendar days as per Article 26 of General Conditions.

N°	Question	Answer
4	According to the contract, the winner Auto-service company is responsible about vehicle complex or responsible about all items that lie in vehicle?	Vehicle Hand Over form – issued by the Contracting Authority when a vehicle is left under the Contractor responsibility at the workshop. It contains vehicle data and mileage, body marks and damages, vehicle equipment left in the car, a short description of the mechanical failure or service needed and signatures of the Contracting Authority and Contractor representatives. The same document is used when receiving back the vehicle from workshop.

N°	Question	Answer
5	Is the Performance Guarantee mandatory? And when it shall be provided to the Contracting Authority?	The performance guarantee referred to in the General Conditions is set at 5% of the amount of the contract and must be presented in the form specified in the annex to the tender dossier. It will be released within 45 days of the issue of the final acceptance certificate by the Contracting Authority. Within 30 days of

		receipt of the contract already signed by the Contracting Authority, the selected tenderer must sign and date the contract and return it, with the performance guarantee of 5% of the maximum budget of the contract.
--	--	--

Rest of the interaction taken place between attendant companies and Contracting Authority representatives were related to the presentation which can be found as Annex A to this memo.

The information meeting was declared closed at 16:45 hours.
