



MINUTES OF THE INFORMATION MEETING

Local Open Tender procedure

Framework Contract on Supply and Delivery of Spare Parts with Provision of Ancillary Services to the EUMM Georgia Vehicle Fleet

Publication N^o: EuropeAid/137229/ID/SUP/GE
Date: 4 June 2015
Time: 14:00 hours (local time in Georgia)
Place: EUMM Head Office in Tbilisi (Georgia)

An information meeting on the subject Tender N^o EuropeAid/137229/ID/SUP/GE was held at the EUMM head office in Tbilisi on 4 June 2015 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;
- Explain technical sides of the contract implementation;
- Explain Procurement approach to the tender especially in terms of documents submission and its completeness.

Representatives from 3 companies attended the information meeting:

1. Toyota-Tegeta LTD;
2. Prime Motors LTD;
3. LSL motors LTD.

EUMM Procurement and Transport representatives made a brief overview on the tender, particularly underlined from Procurement: importance of respecting by the tenderers selection criteria and expected completeness and quality of the documents to be submitted; From the Transport: Contract operation scheme, invoice processing scheme, basic arrangement of the contract in terms of established flat rates for vehicle repairs.

Few questions had been raised during the meeting by the company representative.

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

Question 1:

What is the possibility to apply for companies in case they have less turnover or implemented projects than it is required under the selection criteria of this tender?

Answer:

Companies can create consortiums in case they are not in a position to satisfy the tender selection criteria, capacities of the consortium will be considered as a whole.

Question 2:

What types of certificates are required for the key personnel of the tenderer?

Answer:

Any official Certificate issued by Training/Educational Organisation that meets the selection requirements set in the tender.

Question 3:

Is the warehouse and existing stock of the spare parts required for the company during the implementation of this supply contract?

Answer:

Relevant Annexes in the contract including the information about planned maintenance provides a very good indication on what basic stock of the spare parts should be held by the tenderer. In the other hand, we cannot predict any repair need in advance and therefore it is vital that the supplier runs with a good logistic standards having possibility to rapidly respond on our needs.

Question 4:

Shall we anticipate any payment delays with this contract?

Answer:

No, currently established very effective procedure provides a good processing of all invoices and early warning in case of any irregularity. Thus no payment delays from the EUMM are expected at all.

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