



Malta, 18/3/14

Subject: EASO/2014/135: CLARIFICATIONS 2

1.1

Question:

as we are preparing our offer we need to be able to calculate the total price properly but we do not have enough accurate information to do that. We need more details on your supposed delivery process (the likely schedule of deliveries, quantity of goods in time, probable time of receipt of goods - in hours, days, weeks..., expected length of installation...). Perhaps you could give us some examples.

Answer:

Please refer to section 1.3 of Technical Specifications:

1.3.1. DELIVERY

The Contractor shall deliver any order of any item from the catalogue within maximum 10 weeks from the signature of the order form by both parties, unless a different date will be specified in the order form.

The goods shall be delivered on any working day during EASO normal working hours (Monday - Friday from 9:00 to 17:00).

A list of EASO's holidays in 2014 can be found in Annex 1.2. In December of every year EASO will provide the Contractor with a list of EASO's holidays for the following year.

The contractor shall notify the contracting authority of the exact date of delivery at least 2 working days in advance.

All deliveries must be free of charge including any administrative costs. Deliveries should be made directly to the EASO's reception point. Deliveries should include the name or code of the requestor, delivery receipt including list of items and quantities. Delivery receipts must be signed by the requestor and have to be left at the reception of EASO by the delivery person before leaving the building.

1.3.2 ASSEMBLY

All furniture must be delivered, and where assembly is required, assembled, at EASO's premises. All packaging or boxes must be disposed of by the contractor.

Please also refer to articles 1.4.2, II.1.1 and II.1.5 of the draft Framework Supply Contract:

I.4.2 Delivery

The supplies shall be delivered to EASO's premises in Malta.

The contractor shall notify the contracting authority of the exact date of delivery at least 2 working days in advance. Deliveries may be made on any working day during normal working hours, at the agreed place of delivery.

II.1.1 Delivery

(a) Time allowed for delivery

The time allowed for delivery shall be calculated in accordance with Article I.4.

(b) Date, time and place of delivery

The Commission shall be notified in writing of the exact date of delivery within the period indicated in Article I.4. All deliveries shall be made at the agreed place of delivery during the hours indicated in Article I.4.

The contractor shall bear all costs and risks involved in delivering the supplies to the place of delivery.

(c) Consignment note

Each delivery shall be accompanied by a consignment note in duplicate, duly signed and dated by the contractor or his carrier, giving the order form number and particulars of the supplies delivered. One copy of the consignment note shall be countersigned by the contracting authority and returned to the contractor or to his carrier.

II.1.5 Assembly

If required by the tender specifications (Annex I), the contractor shall assemble the supplies delivered within a period of one month unless otherwise specified in the special conditions.

Any lack of conformity resulting from incorrect installation of the supplies delivered shall be deemed to be equivalent to lack of conformity of the supplies if installation forms part of the FWC and the supplies were installed by the contractor or under his responsibility. This shall apply equally if the product was to be installed by the contracting authority and was incorrectly installed owing to a shortcoming in the installation instructions.



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