



CLARIFICATIONS NO: 1

Contract Title: Invitation to tender for Supply of office equipment and KIOSK with software for the tourism center in Vize

Publication Reference: BGTR-001-PP2-SUP-03

Question 1:

Regarding the Part 3 of Instruction to tenderers 11. Content of the tender:

About the The original, signed tender guarantee;

Will the tender guarantee be issued to the two lots separately and should the end date of the guarantee be plus 45 days after the deadline for submission of the tenders?

Answer :

In line with Art 7 of the Additional information about the Contract Notice:

Tenderers must provide a tender guarantee of

For Lot 1 Supply of office equipment: 300,00 EUR

For Lot 2 Supply of KIOSK with software: 200,00 EUR

when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer[s] upon signature of the contract by all parties.

The validity of the tender guarantee form should cover the tender validity period mentioned in Art 10 of Additional information about the Contract Notice.

Question 2:

About the "Tender form for a supply contract", together with its Annex 1 "Declaration on honour.

Should we fillin the Annex 1 Declaration on Honour together with the Tender form?

Answer:

Yes, the tenderers should provide signed Declaration on Honour.

Question 3:

About the Legal Entity File: In the tender dossier are presneted three forms of this document, which form we should use?

Answer:

The forms of Legal Entity Files are respectively for Natural person, Private/Public law Body with legal Form and Public Law Body. The tenderer should use the correct form in line with its statute.



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Question 4:

About the part: A description of the warranty conditions, which must be in accordance with the conditions laid down in Article 32 of the general conditions: In this part should we provide some official documents from some relative public body or we can present own declaration signed by our company?

Answer:

The tenderers should present the description of the warranty conditions, which must be in accordance with the conditions laid down in Article 32 of the general conditions in line with the Instruction to Tenderers.

Question 5:

About the Document showing the experience of the company: In this part should we provide some official documents from some relative public body or we can present own declaration signed by our company?

Answer:

The company should provide proving documents for the experience of the company proving the declared information by the tenderer in Tender Form section 6 Experience.

Question 6:

About the Duly authorized signature: here we should provide some authorization document or the signature specimen of the legal representative?

Answer:

Please provide the duly authorized signature in form of specimen of the legal representative of the company.

Question 7:

About the Documents for the existing staff of the company: should we provide the CVs of the experts or only list of the staff?

Answer:

The tender criteria do not include any requirement to be provided CVs of the key experts, due to the lack of request to be presented key experts. The company should provide some document as evidence to the declared information in the section 4 Staff Resources.

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Question 8:

Should we translate all documents in English?

Answer:

In line with the Instruction to tenderers – Art 9 Language of tenders

9.1 The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in the language of the procedure, which is English.

If the supporting documents are not written in one of the official languages of the European Union, a translation into the language of the call for tender must be attached. Where the documents are in an official language of the European Union other than English, it is strongly recommended to provide a translation into English, to facilitate evaluation of the documents

Question 9:

Should we send all documents in original or their copies will be enough?

Answer:

In line with the Instruction to Tenderers Art 10 Submission of Tenders:

10.2 All tenders must be submitted in one original, marked 'original', and one copy signed in the same way as the original and marked 'copy'.

Question10:

What should be the currency of the tender offer that we should write in Tender form?

Answer:

In line with the Instruction to Tenderers Art 6. Currency: Tenders must be presented in Euro¹.

¹ The currency of tender shall be the currency of the contract and of payment.