# Annex I – Costing Sheet

Tenderers must use the following table to submit their financial offer.

Financial offers can be submitted in EUR or GBP depending on the country of origin of the supplier.

For the purposes of the financial evaluation the EBA will convert prices submitted in EUR into GBP using European Commissions exchange rate published at: <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>

The exchange rate to be used will be the rate published for the month of March 2013.

Warranty is deemed to be included in the price of the item.

Name of tenderer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Pos | Item | Quantity | Unit Price | Total price |  | Notes by the tenderer |
| 1 | **Boardroom Table – Type 1**  Size: Table size 1400mm in length x 750mm in depth x 730mm in height   Table top thickness: 24mm - 27mm  Material: oak straight cut veneer  Colour: grey oak veneer also known as walnut natural or equivalent, stained to match the colour included in the specification (Annex VII) - Sample to be provided by Tenderer.  Solid, straight edge detail with the same colour as table top finish.  Hinged brush edge power flap, finish to match table top, located in the centre of the table top, close to the main top edge of 1400mm in length (drawing showing exact location to be provided), each to contain 2 UK and 2 EU and 2 LAN (Data) points.  Foot section to be chromium plated or finished in high polish stainless steel (picture to be provided). Lockable, swivel castors suitable for carpet floors.  Flip top system: In just one step, the table top to be tipped up (mechanism specification with instructions to be provided).  Cable management: all electricity connections are to be hidden beneath the table. The solution is essential to accommodate power supply units and concealing cable connections as they are guided down the table support to the floor through the table leg (picture and specification to be provided).  Table legs: distance from the edge of the table 750mm in depth to leg as close as possible. (Please refer to the layout plan Annex IX)  The linking table mechanism to be provided (concealed underneath the table) to ensure as smooth surface as possible with minimum visual impact or discomfort – easy to operate (picture and specification to be provided). | 3 |  |  |  |  |
| 2 | **Boardroom Table – Type 2 (for the 4 corners)**  Size: Table size 1400mm in length x 750mm in depth x 730mm in height   Table top thickness: 24mm - 27mm  Material: oak straight cut veneer  Colour: grey oak veneer also known as walnut natural or equivalent, stained to match the colour included in the specification (Annex VII) - Sample to be provided by Tenderer.  Solid, straight edge detail with the same colour as table top finish.  Hinged brush edge power flap, finish to match table top, located in the centre of the table top, close to the main top edge of 1400mm in length (drawing showing exact location to be provided), each to contain 3 UK and 3 EU power points.  Foot section to be chromium plated or finished in high polish stainless steel (picture to be provided).  Lockable, swivel castors suitable for carpet floors.  Flip top system: In just one step, the table top to be tipped up (mechanism specification with instructions to be provided).  Cable management: all electricity connections are to be hidden beneath the table. The solution is essential to accommodate power supply units and concealing cable connections as they are guided down the table support to the floor through the table leg (picture and specification to be provided).  Table legs: distance from the edge of the table 750mm in depth to the leg should allow for comfortable seating for corner tables where a 3rd person has to sit at the side 750mm deep only and also for 2 people sitting on the side of 1400mm length, to ensure least possible discomfort with regards to the table legs setting. (Please refer to the layout plan attached Annex IX).  The linking table mechanism to be provided (concealed underneath the table) to ensure as smooth surface as possible with minimum visual impact or discomfort – easy to operate (Picture and Specification to be provided). | 4 |  |  |  |  |
| 3 | **Boardroom Table – Type 3** Size: Table size 1400mm in length x 750mm in depth x 730mm in height   Table top thickness: 24mm - 27mm  Material: oak straight cut veneer  Colour: grey oak veneer also known as walnut natural or equivalent, stained to match the colour included in the specification (Annex VII) - Sample to be provided by Tenderer.  Solid, straight edge detail with the same colour as table top finish.  Hinged brush edge power flap, finish to match table top located in the centre of the table top, close to the main top edge of 1400mm in length (drawing showing exact location to be provided), each to contain 2 UK and 2 EU power points.   Foot section to be chromium plated or finished in high polish stainless steel (picture to be provided).  Lockable, swivel castors suitable for carpet floors. Flip top system: In just one step, the table top to be tipped up (mechanism specification with instructions to be provided).  Cable management: all electricity connections are to be hidden beneath the table. The solution is essential to accommodate power supply units and concealing cable connections as they are guided down the table support to the floor through the table leg (picture and specification to be provided).  Table legs: distance from the edge of table 750mm in depth to leg as close as possible. (Please refer to the layout plan attached Annex IX).  The linking table mechanism to be provided (concealed underneath the table) to ensure as smooth surface as possible with minimum visual impact or discomfort – easy to operate (picture and specification to be provided). | 25 |  |  |  |  |
| 4 | **Boardroom Table – Type 4 (meeting room for 18 people) – centre table** Size: Table size 1400mm in length x 750mm in depth x 730mm in height   Table top thickness: 24mm - 27mm  Material: oak straight cut veneer  Colour: grey oak veneer also known as walnut natural or equivalent, stained to match the colour included in the specification (Annex VII) - Sample to be provided by Tenderer.  Solid, straight edge detail with the same colour as table top finish.  Hinged brush edge power flap, finish to match table top located in the centre of the table top (drawing showing exact location to be provided), each to contain 2 UK and 2 EU power points and also 2 LAN (Data).  Foot section to be chromium plated or finished in high polish stainless steel (picture to be provided).  Lockable, swivel castors suitable for carpet floors.  Table legs: distance from the edge of table 750mm in depth to leg as close as possible. (Please refer to the layout plan attached Annex IX – table in the middle).  Flip top system: In just one step, the table top to be tipped up (mechanism specification with instructions to be provided).  Cable management: all electricity connections are to be hidden beneath the table. The solution is essential to accommodate power supply units and concealing cable connections as they are guided down the table support to the floor through the table leg (picture and specification to be provided).  The linking table mechanism to be provided (concealed underneath the table) to ensure as smooth surface as possible with minimum visual impact or discomfort – easy to operate (picture and specification to be provided). | 1 |  |  |  |  |
| 5 | **Boardroom Table – Type 5 (meeting room for 18 people)**  Size: Table size 1400mm in length x 750mm in depth x 730mm in height   Table top thickness: 24mm - 27mm  Material: oak straight cut veneer  Colour: grey oak veneer also known as walnut natural or equivalent, stained to match the colour included in the specification (Annex VII) - Sample to be provided by Tenderer.  Solid, straight edge detail with the same colour as table top finish.  Hinged brush edge power flap, finish to match table top located in the centre of the table top, close to the main top edge of 1400mm in length (drawing showing exact location to be provided). Each to contain 2 UK and 2 EU power points.  Foot section to be chromium plated or finished in high polish stainless steel (picture to be provided).  Lockable, swivel castors suitable for carpet floors.  Flip top system: In just one step, the table top to be tipped up (mechanism specification with instructions to be provided).  Table legs: distance from the edge of the table to the leg should allow for comfortable seating for corner tables where a 3rd person has to sit at the side 750mm deep only and also for 2 people sitting on the side of 1400mm length, to ensure as less as possible discomfort with regards to the table legs setting (please refer to the layout plan attached Annex IX).  The linking table mechanism to be provided (concealed underneath the table) to ensure as smooth surface as possible with minimum visual impact or discomfort – easy to operate (picture and exact specification to be provided). | 8 |  |  |  |  |
| 6 | **Boardroom chair** Cantilever armchair which stacks up to minimum of 4 high.   Flex in the frame so when sitting the impact of moving is absorbed by the chair which adds to the comfort. The arm to be designed the same way, without sharp edges.  With full length back support.  Seat and back upholstery in black high quality fabric e.g. Fiberflex Runner produced by Gabriel made of polyester, abrasion resistant min. 70,000 rubs (or equivalent). If equivalent fabric provided please explain how it meets the same criteria. Frame to be chromed or finished in high polish stainless steel (the same as table legs).  Colour: Black.  Armrests: covered with black polypropylene  Seats to be padded with the highest quality foam giving it fine and proportioned appearance.  Measurements: Full Height maximum 920mm, Width from 550mm to 610mm maximum.  Pictures and detailed specification to be provided including the sample of the upholstery. This is to ensure that the chairs will work with the Boardroom Tables and that they will fit under the Tables without scratching the bottom part.  Clip for the chairs to keep them in line when Layout no. 2 to be included (as per Annex X). | 120 |  |  |  |  |
| 7 | **Lectern**  Size: height 1150mm-1200mm H, 460mm wide and 510mm deep  Lectern shelves size: approx 450mm x 350mm  Shelves – 2, distance between first and the second 140mm – 150mm (can be adjustable) Both shelf tops to be straight, finished at the end with a raised lipping.  The front panel 1000m H and 460mm W – perforated steel in chrome finish or in high polish stainless steel.  Lectern to be mobile. It has to have 2 lockable castors at the front (suitable for carpet flooring) and stands on the back legs.  Cable guidance management along the column, chrome leg or equivalent (the same finish as the table leg).   Cables: power and data.  (Picture/Drawing to be provided) | 1 |  |  |  |  |
| 8 | **Desk for the Boardroom**  Size: 1000mm L x 600mm D and 730mm H  Colour and material: to be the same as the main boardroom table.  Table top thickness: 24mm - 27mm  Solid, straight edge detail with the same colour as table top finish.  Cable management: cable hole tidy positioned in the corner of the desk to allow the cables to pass down towards one of the desk legs.  Foot section to be chromium plated or finished in high polish stainless steel (the same as Boardroom Tables). | 1 |  |  |  |  |
| 9 | **Table for the break out area**  Size: 1050mm – 1100mm H with diameter top of 700mm  Top thickness: 19mm up to 26mm  Colour: the same as the main boardroom table with matching edge.  Solid, straight edge detail with the same colour as table top finish.  Central column to be chromium plated or finished in high polish stainless steel (the same as boardroom table legs) to provide sufficient support.  (Picture/Drawing to be provided). | 16 |  |  |  |  |
| 10 | **Reception chair**  Pivoting office chair, syncro-tilt mechanism, anti-shock system, back tension adjustment, seat depth adjustment, multiposition, gas lift with shock absorber, adjustable armrests, hard castors for soft floors.  Size: Depth – approx. 460mm, width – approx. 490mm, approx. 50mm thick upholstery  Colour: Black  Seat and back upholstery in black high quality fabric e.g. Fiberflex Runner produced by Gabriel made of polyester, abrasion resistant min. 70,000 rubs (or equivalent). If equivalent fabric provided please explain how it meets the same criteria. Frame to be chromed or finished in high polish stainless steel (the same as table legs). | 1 |  |  |  |  |
| 11 | Delivery | 1 |  |  |  |  |
| 12 | Assembly | 1 |  |  |  |  |
| 13 | Price for each annual service including polishing of the tables to minimize marks on the veneer table tops (all the table tops in the boardroom and breakout area) for the minimum warranty period i.e. 2 years. | 2 |  |  |  |  |