EBA/2013/001/OPS/SUP/OP

21st January 2013

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| Annex V: Technical Instructions, Technical Specifications and Technical OfferContract Title: Supply of Office Furniture to the European Banking Authority (EBA) |

**Column 1-2 must be completed by the Contracting Authority**

**Column 3-4 must be completed by the Tenderer**

The Tenderer is requested to complete the template as follows:

* Column 2 is completed by the Contracting Authority and shows the required specifications (**not to be modified by the Tenderer**)
* Column 3 is to be filled in by the Tenderer and must give exact details of what is offered (**for example the words “compliant” or “yes” are not sufficient**)
* Column 4 allows the Tenderer to make comments on its proposed supply and to make references to its documentation.

The documentation supplied should clearly indicate (i.e. highlight/mark) the models offered and the options included, if any. Offers that do not permit precise identification of the models and specifications may be rejected by the Evaluation Committee. The offer must be clear enough to allow the Evaluators to make an easy comparison between the requested specifications and the offeredspecifications. The technical specifications described in Column 2 are minimum requirements. Tenderers may offer better specifications with improved, additional or new features but must not provide offers that do not strictly comply with the minimum requirements.

All items have to be delivered to the address indicated by **European Banking Authority.** The delivery and assembly of the furniture to the EBA at the address indicated must take place within 8 weeks from the date of the signing of the contract. The tenderer is responsible for all the necessary measures to prevent any damage during delivery. If any damage occurs during delivery it must be rectified by the tenderer.

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| 1 | 2 | 3 | 4 |
| Item Number | Technical Specification Required | Technical Specification Offered | Notes, Remarks, References to Documentation |
| 1 | **Boardroom Table – Type 1**Size: Table size 1400mm in length x 750mm in depth x 730mm in height Table top thickness: 24mm - 27mmMaterial: oak straight cut veneerColour: 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). |  |  |
| 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 - 27mmMaterial: oak straight cut veneerColour: 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). |  |  |
| 3 | **Boardroom Table – Type 3**Size: Table size 1400mm in length x 750mm in depth x 730mm in height Table top thickness: 24mm - 27mmMaterial: oak straight cut veneerColour: 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). |  |  |
| 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 - 27mmMaterial: oak straight cut veneerColour: 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).  |  |  |
| 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 - 27mmMaterial: oak straight cut veneerColour: 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). |  |  |
| 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 polypropyleneSeats 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). |  |  |
| 7 | **Lectern** Size: height 1150mm-1200mm H, 460mm wide and 510mm deep Lectern shelves size: approx 450mm x 350mmShelves – 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) |  |  |
| 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 - 27mmSolid, 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). |  |  |
| 9 | **Table for the break out area**Size: 1050mm – 1100mm H with diameter top of 700mmTop thickness: 19mm up to 26mmColour: 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). |  |  |
| 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 upholsteryColour: 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). |  |  |
| 11 | Delivery |  |  |
| 12 | Assembly |  |  |
| 13 | 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.  |  |  |
| 14 | Warranty (see below) |  |  |

**Warranty Section of the Technical Specifications**

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| **Warranty Section of the Technical Specifications** |
| **Description of the Warranty Requirement** | **Your Response to the Requirement** |
| The tenderer shall propose a warranty for each item of supplied furniture (including modules and parts), covering the following:Return of goods: all furniture is at the risk of the tenderer until it is delivered to the EBA premises, set up and assembled into a working item. Furniture that is damaged / defective on arrival must be replaced by the tenderer within maximum ten (10) working days.Warranty: the tenderer shall be able to provide a warranty for each item offered which includes repairs and adjustments for defective items covered under the warranty period with a minimum warranty period of 2 years. | **Please provide a clear and comprehensive description of the proposed warranty for each type of furniture or each line of furniture offered (as per your technical offer). If for 1 item, warranty is different for the different parts, you should indicate it. Warranty in years for each specific item has to be indicated also in the Pricing Form in the Notes column.**In addition, you may attach sheets with more details of the proposed warranty. |

**General Mandatory Requirements for all Furniture**

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| **Mandatory Requirement** | **Yes/No (please indicate)** | **Please fill in below how you fulfill each requirement** |
| Connecting pieces allow for a completely rigid connection to be made without the use of special tools. |  |  |
| The furniture shall be delivered clean and smudge free e.g. free of oil mark). |  |  |
| Installation of the supplied furniture shall include delivery and assembly of all supplied furniture; demonstration of use and assembly possibilities to selected EBA staff members. |  |  |
| All packaging materials shall be disposed of in an environmentally friendly way by the successful tenderer. |  |  |
| Warranty to be provided for all furniture items supplied – minimum of 2 years. |  |  |
| Warranty call out response time – customer service visit to take place within maximum 48hrs from the date when the fault has been reported (Monday to Friday) to establish the fault. Parts such as defective castors, faulty connectors to be replaced within 1 week calculated from the time of the on site visit. |  |  |