

Open Tender Clarification no. 5

European Banking Authority Tender: Supply of Office Furniture EBA/2013/001/OPS/SUP/OP

Date: 4th March 2013

No.	Questions	EBA Response
1	<p>The section: Selection criteria: Technical and Professional Capacity asks for:"A list of the principal services performed during the last 3 years (2010, 2011 and 2012) giving the dates, name and address of the client, and description of the services undertaken including name and role of any sub-contractors and/or consortium members. The EBA may elect to contact any of the aforementioned companies for a reference. Your permission to do so will be assumed unless you state any objections."We have had several hundred customers, ranging from the provision of individual chairs to large scale multi-site, multinational office installations. For practical reasons and also for data protection of our customers, we cannot provide all this information for all customers. We can a selection of specific case studies and references with details. would that be sufficient?</p>	<p>Please note that tenderers are not required to provide a list of all the services performed during the last 3 years. Tenderers are requested to provide a list of the principal services performed during the last 3 years. Please refer to Section 11 of the Instructions to Tender.</p>

2	<p>Please could you explain what is meant by:</p> <p>a. A letter enclosing the tender on the official letter headed paper of the tenderer signed by an authorised representative of the tenderer. There are many pages, forms and attachments to this tender, some of which are in pdf format so would an executive summary on headed paper be sufficient? Or do you want the details from section b. enclosed on headed paper?</p>	<p>“A letter enclosing the tender on the official letter headed paper of the tenderer signed by an authorised representative of the tenderer” means that tenderers must provide a cover letter with their tender. It means that the cover letter must be on the official headed paper of the tenderer. The cover letter must be signed by an authorised representative of the tenderer. Please note that tenderers must include in their tender all the information and forms requested in the Instructions to Tender. The information sheet on the tenderer does not need to be on the official headed paper of the tenderer.</p>
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