



FRA

EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS

Vienna, 27/05/2012
Reg. 000779

Subject: F-SE-12-T08 – Catering Services

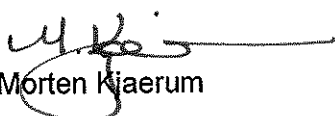
Contract notice: 2012/S 162-269186 of 24/08/2012

Ref.: Additional information regarding the specifications of the tender.

Dear Sir / Madam,

We received questions of general interest from the tenderers. Please find herewith the answers to these questions.

Yours faithfully,



Morten Kiaerum

Director

QUESTIONS & ANSWERS (I)

Subject: F-SE-12-T08 – Catering Services

Contract notice: 2012/S 162-269186 of 24/08/2012

Question 1:

Wie füge ich das, was normalerweise in unseren Angeboten steht (also die Beschreibung der Speisen und Getränke mit den zugehörigen Preisen, die Ablaufbeschreibung des Caterings, die Kalkulation von Equipment und Personal) idealerweise in die Ausschreibung ein? Als Beilage in Form eines Extra-Dokumentes? Oder wird diese Beschreibung in irgendeinen Annex eingefügt?

Answer 1:

The description of the provision of food and beverages for catering services as set out in section 3.1 (2) of Annex A.1 – Technical Specifications as well as the description of the catering process itself should be included in the technical offer.

The prices for the different coffee break and lunch packages should be presented in the financial offer (Form F.1 of Annex C – Standard Submission Form).

Question 2

Sollen die Preise für die einzelnen Pausen-Caterings exemplarisch pro Pause kalkuliert werden? Oder soll (zusätzlich) die Gesamtsumme für die von Ihnen geschätzte Anzahl an Events pro Jahr angegeben werden?

Answer 2:

The prices should be calculated per coffee break/person and per lunch break/person.

Question 3:

What you mean with

- a) biscuits (Kekse? Plundergebäck?)
- b) cookies (Kekse?)
- c) cakes (Kuchen im Sinne von Obstkuchen vom Blech? Feinere Mehlspeisen wie Sacherwürfel, Esterhazyschnitte etc.?)

Answer 3:

The above-mentioned items are to be understood as bakery products (CPC 23) as defined in the Directive 2004/18/EC of the European Parliament and of the Council, to be found on the following website: http://simap.europa.eu/codes-and-nomenclatures/cpc/index_en.htm.

However, any reference to cookies (American word) means the same as biscuits (British word) i.e. (Kekse).

Cakes relate to Kuchen (in German) and as described in section 3.1. point 2 different options can be presented for both the "Deluxe" and "VIP" packages.