



FRA

EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS



ANNEX A.1 – TECHNICAL SPECIFICATIONS

Open Call for Tender

Provision of Food, Beverages and Household materials

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1 Background information

The European Agency for Fundamental Rights (the Agency) is situated at Schwarzenbergplatz 11, 1040, Vienna, Austria. The tender relates to the provision of food, beverages and other household material.

2 General Scope of the contract

The scope of the supplies to be covered by the contract between the Agency and the successful tenderer(s) is to provide the Agency with the following items:

- Category: Food and beverages such as: coffee, tea, soft drinks, snacks etc
- Category: Household items such as:
 - o cleaning products e.g. liquid soap etc.
 - o paper products e.g. toilet paper etc

3 Related conditions and requirements

The tenderer is requested to provide access to its official price list either published in a printed catalogue, website or other means.

The Official price list should be updated frequently throughout the year and should be accessible to the Agency.

Order and delivery

The tenderer is expected to deliver at the Agency's premises the requested orders and all item prices should be all inclusive.

The Agency expects delivery in 3 working days (between 13:00 and 17:00). The orders to be submitted will be of minimum value 200 EUR.

4 Requested information

Tenderers are invited to propose their best financial offer with regards to the provision of the following items:

Item No.	Description	Quantity
1	Coffee 500gr "Fairtrade BIO", finely ground or equivalent	6
2	"Twinings Earl Grey" 50Tb or equivalent	1
3	Coffee filter "Melitta" 1 x 4 original naturbraun 1 pack of 80 pieces or equivalent	16
4	Lump sugar "Wiener Zucker" 1 kg or equivalent	10
5	"Maresi" Bottle 500g or equivalent	15
6	Chocolates "Mozartkugeln" packing with approx. 18 pieces or equivalent	1
7	Cookies - "Gitterkekse" 1 pack - 375g or equivalent	1
8	Coffee 2 in 1 (coffee powder sachet with milk whitener) 10 portions, pack of 140g or equivalent	1
9	Coffee 3 in 1 (coffee powder sachet with milk whitener and sugar) 10 portions, pack of 180g or equivalent	1
10	Mineral water - "Römerquelle" plastic bottle 0,5 litre (prickelnd) or equivalent	12
11	Mineral water - "Römerquelle" plastic bottle 0,5 litre (still) or equivalent	12
12	Sekt 0.75 litre "Prosecco Ca'Marina" or equivalent	6
13	Orange juice "Rauch" packing with 1 litre or equivalent	12
14	Apple juice "Rauch" packing with 1 litre or equivalent	12
15	"Calgonit" powerball Tabs for the dish washer approx. 60 pieces or equivalent	6
16	"Pril" dish liquid "Geschirrspülmittel" bottle 750 ml or equivalent	6
17	"Cosy" toilet paper - 3 paper "3 lagig" packing with 10 pieces or equivalent	6
18	Artztseife flüssig, Nachfüllung 500ml (ohne pompe) or equivalent	6
19	Delivery costs for orders above 200 EUR	1

The above mentioned list is indicative and will be considered only for the evaluation purposes.