



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 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 under each Lot

- Lot 1: Food and beverages such as: coffee, tea, soft drinks, snacks etc
- Lot 2: Household items such as:
 - o wrapping materials like garbage bags etc
 - o cleaning products like liquid soap etc.
 - o paper products like 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 of 200 EUR.

4 Requested information

Tenderers are invited to propose their best financial offer with regards to the provision of the following items under each Lot.

Lot 1: Food and beverages

Food (Category weighting 55)

Item No.	Description	Quantity	Weighting % (Maximum points)
1	Coffee 500gr "Jacobs Monarch", finely ground or equivalent	12	30
2	"Twinings Earl Grey" 50Tb or equivalent	1	5
3	Coffee filter "Melitta" 1 x 4 "unbleached" 1 pack or equivalent	6	5
4	Lump sugar "Wiener Zucker" 1 pack or equivalent	10	10
5	"Maresi" Bottle 500g or equivalent	12	30
6	Chocolate cookies "Bahlsen Chokini" packing with approx. 125g or equivalent	12	5
7	Cookies – "Manner Haselnuss - Röllchen" 1 pack – 250g or equivalent	12	5
8	Peanut snack "Ueltje" 1 packing 1000g or equivalent	1	5
9	Cashews snack "Ueltje" 1 packing 100g or equivalent	1	5

Beverages (Category weighting: 40)

Item No.	Description	Quantity	Weighting % (Maximum points)
10	"Römerquelle classic" - mineral water glass bottle 0,33 litre or equivalent	6	55
11	Mineral water – "Römerquelle" plastic bottle 0,5 litre (still) or equivalent	6	5
12	Sekt 1 litre "Prosecco Pisani" or equivalent	6	10
13	Orange juice "Rauch" packing with 1 litre or	6	15

	equivalent		
14	Apple juice "Rauch" packing with 1 litre or equivalent	6	15

Delivery costs (Category weighting: 5)

Item No.	Description	Weighting % (Maximum points)
15	Next working day (between 13:00 and 17:00) delivery cost for orders more than €200.00.	100

Lot 2: Household materials

Household items (Category weighting 95)

Item No	Description	Quantity	Weighting % (Maximum points)
16	"Calgonit" powerball Tabs for the dish washer approx. 60 stk. or equivalent	6	20
17	"Pril" dish liquid "Geschirrspülmittel" bottle 750 ml or equivalent	6	10
18	"Cosy" toilet paper – 3 paper "3 lagig" packing with 10 pieces or equivalent	6	50
19	"Swirl" garbage bag 35 litre packing with 25 pieces - white or equivalent	6	20

Delivery costs (Category weighting: 5)

Item No.	Description	Weighting % (Maximum points)
20	Next working day (between 13:00 and 17:00) delivery cost for orders more than €200.00.	100

The above mentioned lists are indicative and will be considered only for the evaluation purposes.