

Vienna,  
Reg.

11. MAI 2012

№ 0 0 5 6 4

**Subject:** Additional information regarding the specifications of the tender

**Reference:** F-SU-12-T01 - Office Supplies & Stationery

Contract notice: 2012/S 60-96769 of 27/03/2012 as amended by Corrigendum 2012/S  
S75-122733 of 18/04/2012

Dear Sir / Madam,

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

Yours faithfully,



Morten Klærum  
Director

## QUESTIONS & ANSWERS (I)

### Office Supplies & Stationery

Open Call for tender No F-SU-12-T01 (OJ/S 2012/S 60-96769 of 247/03/2012 as amended by Corrigendum OJ/S 2012/S S75-122733 of 18/04/2012)

#### Question 1:

- a) How many point of delivery have you?
- b) How many users will order and how often will do it?

#### **Answer 1:**

- a) The Agency has offices only in Vienna at the following address Schwarzenbergplatz 11. The building has two entrance areas; main entrance and delivery area. It is preferable that deliveries are made at the delivery area. Access via Schwindgasse 2.
- b) Order requests are centralised within the Agency. The Agency will submit orders via the Administration Department on a monthly basis. Hence, there is one contact point for the whole Agency when ordering supplies.

#### **Question 2:**

- a) Is the address Vienna, Schwarzenbergplatz 11 the only delivery address or do you have more than one delivery address? In case you have more than the one delivery address mentioned before then please specify where the other delivery addresses are situated.  
(Ist Wien1, Schwarzenbergplatz 11 die einzige Lieferadresse oder gibt es noch mehrere, wenn ja, wo?)
- b) According to the contract notice of 27/03/2012 the deadline of submission is 30/04/2012 while the deadline of submission mentioned on your website is 18/05/2012. Please clarify which is the correct deadline for submission.  
(In der Ausschreibung ist der Abgabetermin der 30. April 2012. Auf Ihrer Internetseite steht der 18. Mai 2012. Welcher ist nun der richtige?)
- c) The list of articles is limited to 19 articles only. Will there be a second procedure regarding the complete list of office supplies?  
(Die Anzahl der Artikel ist auf 19 beschränkt. Ist das alles oder folgt dann in einer zweiten Runde eine Kompletliste? Das kann ich aus den Unterlagen nicht genau erlesen.)

#### **Answer 2:**

- a) Please see answer 1 a).
- b) The deadline for submission has been extended to 18/05/2012.

- c) The 19 items listed in the financial offer template (Form F.1 of Annex C) represent the most frequently items ordered by the Agency. This list only serves to compare price offers for the purposes of the financial evaluation on a fair and non-discriminatory basis.

However, the Agency may, at the stage of purchasing, request other items from the catalogue not initially mentioned in the financial offer template, including any discount offered, where applicable.