



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 11. 05. 2012  
EIGE/PROC D/2012/ 231

**Tender:** EIGE/2012/ADM/13  
**Framework contract:** Services to support EIGE's communication activities  
**Subject:** Answers to requests for clarifications regarding the Tender. Nr. 5

Dear Sir/ Madam,

From potential tenderers we received questions that could be of general interest. Please find herewith the answers to these questions.

Sincerely yours,

Procurement  
EIGE

## **EIGE/2012/ADM/13. Questions & Answers Nr 5**

### **Question 1:**

Referring to the tender procedure mentioned above, please communicate us: if we decide to submit a tender for more lots, should we submit separate tenders (envelopes) for each Lot or we could submit one tender for all the lots we are interested in (one envelope, including a technical offer for all lots, each of them described separately and a financial offer comprising separate price grids for each lot – according to the model price grids requested by within the tender documents?)

### **Answer 1:**

Technical offers are requested to be presented for each lot separately.

Financial offers are requested to be presented for each lot separately.

In case a tenderer submits offers for more than one lot, the documents common for all lots may be: Covering Letter, Administrative Information, Declaration on Honour. The tenderer should clearly mention that these documents refer to all and each of the Lots within this contract.

### **Question 2:**

Is it possible to receive pictures for Lot 2 Layout and Production of EIGE branded material? In fact there are so many different sorts of USB-Sticks and cups for example we can't offer you the products tendered without having pictures

### **Answer 2:**

It is up to the tenderer to offer materials the tenderer considers suitable for this contract basing on the technical specifications (e.g. p.8: "All produced items and material must meet European Union quality, safety and environmental standards...").