

i- CALL FOR TENDERS

Call for Tenders No.: ECTL_SRC_220080

Title: New Office Furniture

General: EUROCONTROL is an intergovernmental organisation with 41 Member and 2 Comprehensive Agreement States. We are committed to building, together with our partners, a Single European Sky that will deliver the air traffic management (ATM) performance required for the twenty-first century and beyond.

Technical subject matter: EUROCONTROL MUAC is looking for a partner for the acquisition and delivery of new Office Furniture

Main selection, assessment and award criteria:

TECHNICAL SELECTION AND CAPACITY CRITERIA
The Service Provider shall comply with:
- A quality management system (e.g. ISO 9001)
- A sustainability management system (e.g. NEN 14001)

PASS/FAIL TECHNICAL ASSESSMENT CRITERIA
Provide a corporate overview of your organisation (e.g. Company name, field of expertise, unique selling points, mission, goals)
Provide three (3) references, from the past 3 years, from the tenderer's contract for similar office surroundings (500 workplaces)
The Service Provider shall comply with a quality management system (e.g. ISO 9001)
The Service Provider shall comply with a sustainability management system (e.g. NEN 14001)
All offered chairs and desks shall comply with:
- NEN 1335 and/or
- NPR 1813 and/or
- NEN 527 EN

The service provider shall act as prime service provider, with sole responsibility for the execution of the contract and achievement of its objectives.
All offered office furniture shall be new
The chairs and desks shall be adjustable by the employee himself.
All offered office furniture shall be maintenance free
The Tenderer shall participate in the site visit at MUAC, which shall be organised
The Service Provider shall be able to do a demo set-up at MUAC
The Service Provider shall take back packaging
The Tenderer shall replace any type of furniture which is DOA (Dead on Arrival)
Tenderer shall have a Parts and Maintenance service set up, which can provide after sales-service in case of unexpected malfunctions or breakdowns
Tenderer shall include a proposal for taking back old Office Furniture at the time of delivery of new furniture and configurations

SCORING TECHNICAL ASSESSMENT CRITERIA
Motivation and understanding
Methodology, Risk and Opportunity
Demo set-up

The final technical scores and the Prices are assessed in accordance with the formula below to establish the economically most advantageous offer. For the Technical tender, a weighting of **60%** is applied, for the Financial tender, a weighting of **40%**.

The following table explains the formula to calculate the final score:

$$\text{Final score} = \frac{\text{Tender Technical Score} \times 0.6 \times 100}{\text{Score of the Best Technical Tender}} + \frac{\text{Lowest Contract Price} \times 0.4 \times 100}{\text{Contract Price of the Tender}}$$

The Tender having the highest Final score in application of the above formula, is considered the economically most advantageous Tender for contract award.

Closing Date: 16-02-2023 at 15:00 CET

Point of Contact:

If you wish to receive the Call for Tenders please see the “Important Notice” below and if you have any other related questions, please contact:

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If this Call for Tenders should interest you, please read the important information below:

IMPORTANT NOTICE

The full i-Call for Tenders documentation is in electronic format (.pdf).

If you wish to obtain the i-Call for Tenders documentation, please read and follow carefully the instructions below:

1. If you are already registered in the EUROCONTROL Supplier Portal, you can search for this Call for Tenders, and its relevant documentation, in the “View Active Negotiations” section of the Supplier Portal.
2. If you are not yet registered as a EUROCONTROL supplier, please follow the process described on the following link: <https://www.eurocontrol.int/portal/new-supplier-portal>
3. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of the electronic documents (nor for the electronic documents themselves).
4. Submission of tenders shall be made electronically and shall be exclusively made in strict accordance with the instructions given in the tendering documentation.
5. You may:
 - a) print out the documents;
 - b) forward the documents further on a strictly need to know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
 - c) use print-outs of the electronic i-Call for Tenders documents for the submission of tenders (especially the Price Offer Form ref: I-TSF-E).
6. You may not:
 - a) modify, edit and/or change the electronic documents other than to submit the required info and to sign/stamp where required;
 - b) transmit such documents to any third person who has no need to know them;
 - c) post such documents on any private or public website;
 - d) alter the originating source (EUROCONTROL) and or copyright signs etc., and
 - e) transmit the documents without indication of the source.

An environmental notice:

With a view to reduce the exponential growth of paper consumption, we would invite you only to print out electronic documents received and/or request paper copies of the price enquiry documentation if you are actually considering to submit a tender.