

TECHNICAL SPECIFICATIONS

Annex II

to invitation to tender no Frontex/OP/1000/2017/KM/SB

Delivery and installation of furniture:

Lot 1 - Office space areas

Lot 2 - Focus rooms and other areas

Lot 3 - Executive offices

1. Subject

Frontex intends to enter into framework contract(s) to procure various pieces of furniture and accessories for open spaces, meeting areas, focus rooms, executive offices and other areas of Frontex premises. The purchase will include delivery, installation, warranty and post-sales services.

The tender is split among the following lots:

Lot 1: Office space areas

Lot 2: Focus rooms and other areas

Lot 3: Executive offices

The Agency's objective is to furnish all areas with high quality, functional, durable, comfortable, ergonomically sound and user-friendly furniture provided by a professional company offering high quality installation, maintenance and aftercare services as well as adequate warranty periods.

Subject of supplies for each Lot is specified below and in the Appendixes - Technical Cards - that provide for minimal quality requirements that the furniture must comply with and additional features that can be offered and have the result in the technical evaluation of tenders (point III.6 of Tender Specifications).

The sample products referred there serve as exemplary and indicative illustration of technical requirements. The requirements specified for each Lot in Technical Cards as regards type, look, material etc. are the minimal requirements that must be fulfilled. The remaining details can be provided in the technical offers.

Please note that all figures relating to the numbers of required pieces of furniture mentioned in these documents are indicative only. They may be adapted to fit Frontex's actual needs.

Tenderers shall aim at ensuring that their proposed furniture fits the interiors of an area they are intended for. This includes common elements, colours and design. The furniture shall not stand out but match the concept and the overall appearance of the given area creating a uniform and harmonic environment. The interior design concept in the Appendix 4 serves as a reference and a guiding document for all design-related decisions.

Final choice of furniture colours and type of material (upholstery, leather, fabric, etc) will be made by Frontex after the conclusion of the contract based on the samples, colour pallets etc. offered by the successful Tenderer. The Tenderers are requested to propose variety of options they can offer within the quoted price for a given item specified in the financial offer. Therefore all options included in the technical offer will be treated as offered within the price indicated in the financial offer. No other variants are allowed.

For each Lot, the awarded furniture shall fulfil all minimal technical requirements. Furniture providing for flexibility, compatibility and supplementarity of solutions (i.e. modular furniture) would be of an added value.

Lot 1 - Office space areas

The subject of this Lot is delivery and installation furniture for open space areas of Frontex premises as specified in Technical Specifications - Technical Cards included in Appendix 1.

Lot 2 - Focus rooms and other areas

The subject of this Lot is the delivery and installation of furniture for focus rooms and other areas of Frontex premises as specified in the Technical Specifications - the Technical Cards included in Appendix 2.

Lot 3 - Executive offices

The subject of this Lot is the delivery and installation of furniture for executive offices of Frontex premises as specified in Technical Specifications - the Technical Cards included in the Appendix 3.

2. Frontex premises and staff growth

Currently Frontex headquarters (HQ) are solely located in the building B of the Warsaw Spire complex, plac Europejski 6, 00-844 Warsaw. At the beginning of 2018, the Agency will expand to further floors in the same building as well as in an adjacent building of Wronia street. With the expansion to additional floors, interior arrangements and sitting plans will change, namely open spaces and other support areas will be created and will necessitate to be furnished. The first pieces of furniture are expected to be delivered to Frontex premises in March - April 2018.

Internal reconstructions and relocations will take place throughout 2018, allowing for smooth accommodation of new staff. By the end of 2018 the Agency's personnel will have increased from 475 to approximately 775 employees. At the end of this expansion process, the Agency will occupy the entire building B (15 floors) as well as three floors of the adjacent building Wronia 31. The Agency is expected to reach 1,250 employees by 2020.

The Agency will enjoy many new areas for individual and team work, such as small meeting rooms (up to 4 persons), hot desking spaces, focus rooms, personal workstations, lounge and relaxation areas, phone booths, coffee corners and cafeterias. Due to the continuous rise of staff numbers, the total number of kitchenettes and coffee corners will increase as well.

New meeting areas will be located on all floors. Some will have a fixed arrangement of furniture, others will offer flexibility. Designed in an informal way, they will differ from corporate and formal rooms at the conference floor.

3. Interior design concept

The concept design of Frontex new floors has been elaborated and it constitutes the Appendix 4. It provides for a general vision of Frontex interiors, such as type of furniture, arrangement, and appearance of main areas. However, as not all solutions presented there have been immediately implemented by the Agency, the document serves for reference purposes only.

4. Layouts

Layouts of exemplary floors specifying the areas that require furnishing are included in Appendix 5. The Lot 1 is illustrated in blue, the Lot 2 in green, the Lot 3 in red. The Appendix is available in PDF format; however upon request Tenderers may also receive layouts in the CAD format.

Please note that the layouts may be used by the Tenderers exclusively for the purpose of preparation of a tender and the potential performance of the contract. The information shall be treated as confidential and not disclosed to any third parties without prior consent of Frontex.

5. Quantities to be delivered

Estimated quantities covered by the contract are indicated in Annex IV to Invitation to tender - Financial Offer template. Primarily, Frontex will order furniture required for the initial furnishing of new office areas, for approximately 200 workstations with the delivery in April 2018.

At the later stage, Frontex may decide to order additional pieces of furniture, for the same price as proposed by the Tenderer for the basic quantities. The offered furniture shall be available for further purchases throughout the duration of the contract. The Contractor should deliver additional single purchases upon request within the offered delivery time(s).

In addition to the pieces of furniture explicitly identified in the Technical Specifications - the Technical Cards, the Agency intends to buy additional items from the Contractor's catalogue, which are not explicitly listed in the Technical Specifications and the Appendixes. Therefore, Tenderers are invited to include in their Technical Offer a variety of available pieces of furniture and accessories from the same and/or similar product families as the ones offered. This relates especially to accessories for office desks and benches as well as a variety of storage units. All offered pieces of furniture and accessories with their unit prices shall be clearly identified and described in the Technical Offer and Financial Offer (additional sheets in Lot 1 and 3).

Frontex expects Tenderers to describe in the Technical Offers their procedures covering requests for additional supplies of furniture. In particular, response times from the receipt of an order and delivery periods shall be described.

6. Delivery and installation

The services include delivery and installation of furniture, namely transportation to the premises, assembly and positioning of the furniture in the right location(s). The furniture shall be delivered to Frontex premises in Warsaw.

A detailed plan including delivery times, an overview of the ordered items and their exact placement in the building will be agreed with the Contractor after issuing the specific order. The premises will be available for delivery and installation from Monday to Friday between 08.00 and 17.00 hrs and/or any other time convenient for both sides.

In the building B of the Warsaw Spire complex, the delivery zone is located underground on -2 level. It is accessible by lorries of maximum height of 4.5 m. A cargo elevator, accessible from the same level, has the following size and capacity: width 1,400 mm (door width 1,300 mm), depth 2,450 mm, height 2,850 mm and nominal load 1,600kg. The corridors of FX HQ are 1.5 m wide and 2.6 m high on average. The office doors openings are 0.90 m wide and 2.3 m high.

In the Wronia 31 building, there is no typical delivery zone for big lorries nor a cargo lift. All deliveries take place on -1 level; however, the trucks may not enter, only regular cars (up to 2m high and 6m long). The elevator, accessible from the same level, has the following size and capacity: width 1,350 mm (door width 1,300 mm), depth 2,070 mm, height 2,070 mm and nominal load 1,650kg. The corridors of Frontex headquarters are 1.4 m wide (2x 0.91m) and ~~2.09 m~~ **3.3 m** high on average. **The lobby doors are 2.09 m high.**

The Contractor must provide all necessary means, e.g. trucks, lorries, hampers, racks, tapes, lifts, trolleys and tools to ensure the smooth and timely delivery and installation of the furniture in the correct location(s) in the building(s).

Preferably, packing materials shall be environmentally-friendly and recyclable. All packing and transport materials must be removed by the Contractor. The area must be cleaned from the dirt caused by the transportation or installation caused by the Contractor.

At the handover, the furniture shall be clean, professionally installed and undamaged.

The Contractor must ensure that sufficient number of competent staff is available to carry out the delivery and installation services in the agreed timeframe. Absent staff must be replaced to avoid any delays.

7. Insurance and liability for damages

The furniture shall be insured against theft and damages by the Contractor until the formal handover to Frontex.

In addition to the responsibility of the Contractor for its furniture before the formal handover to Frontex, the Agency expects the Contractor to be in possession of an insurance policy for any damages caused by its employees to Frontex property (immovable or movable) in the premises (including a third party insurance) valid throughout the delivery and assembly works as well as post-sales services period.

8. Project management

Tenderers shall note that the working language in Frontex is English. Accordingly, the execution of the contract must be possible in the English language.

The Contractor must appoint a project manager for the contract execution - a Contract Manager, in particular responsible for preparation and implementation of orders, information requests as well as solving issues after the delivery and installation of the furniture. She/he will be Frontex's contact person throughout the duration of the contract and must possess good working knowledge of the English language.

9. Warranty

The Contractor must offer a warranty period of at least five years for the furniture. Better warranty conditions will be of an added value.

The warranty shall include repairs or replacement of defective parts (commonly used parts, mechanical parts, spare parts etc) free of charge. These parts shall be available throughout the duration of the contract. Longer availability periods and wider range of the warranty will be of an added value.

When repair is not possible, a replacement for the defective standard furniture shall be provided within the offered response time. For repair of the defective parts of tailor-made furniture or parts which are not off-the-shelf products, Tenderers shall indicate the timeframe for delivery and/or repair.

Frontex expects Tenderers to describe their complaint procedures. In particular, response times from the putting in a complaint till its resolution shall be described.

10. Post-sales services

Additionally to the standard warranty conditions, the Contractor have to ensure that there will be a post-delivery service available for the minimum of six months that will guarantee necessary assistance to Frontex staff in adjustments (e.g. of desk heights) or minor repairs of furniture if proved necessary.

The Contractor must deliver a training to a small group of Frontex staff (up to approx. 20 persons) on (dis)assembly, transportation, maintenance, usage, cleaning and any other relevant handling of the delivered furniture to ensure familiarity with the equipment. This training shall be delivered shortly after the delivery of the furniture to Frontex.

The Contractor shall provide manuals, booklets, drawings and certificates, as well cleaning manuals of the purchased furniture (in English whenever possible).

11. Quality requirements

All furniture must comply with relevant European norms and relevant Polish legislation. They must be of a high quality, functional, durable, easy to clean, comfortable, ergonomically sound and user-friendly.

Cleaning of all furniture must be possible with commonly found cleaning products and detergents.

Under normal use, furniture must have a minimum lifetime of 10 years.

Under normal use, the materials may not cause allergic reactions nor harm health. Materials must be hygienic, antistatic and provide for sufficient ventilation.

Legs, castors and wheels must not damage or leave traces on the flooring. The Tenderer will ensure that the furniture is adequately equipped with suitable legs, castors or wheels for each type of flooring.

Surface material for desks and tables must be shock- and scratch resistant, waterproof, smooth and robust. The surfaces may not be reflective.

Whenever relevant, the Contractor will provide master keys for opening and dismantling of furniture.

Tenderers are invited to present eco-friendly and corporate social responsibility solutions implemented in the production process of the offered furniture. Certificates confirming ergonomics, sustainability, eco-design and management, as well as certificates confirming environmental friendliness of production process (i.e. closed loop) and materials would be of an added value.

Appendixes:

Appendix 1 - Technical Cards for Lot 1

Appendix 2 - Technical Cards for Lot 2

Appendix 3 - Technical Cards for Lot 3

Appendix 4 - Interior Design Concept

Appendix 5 - Layouts