

## TECHNICAL SPECIFICATIONS

### Annex II

#### to invitation to tender no Frontex/OP/485/2017 Delivery and installation of office chairs

##### I. General information

Currently Frontex staff uses office chairs Klöber Cato Plus cpn89 and the Agency aims to purchase models of at least similar standard:

- Standard model - Code: 3300;
- Model for tall persons - Code: 3303,
- Model for persons up to 140 kg - Code: 3306,

All of them have the same standard of finishing and technical specifications:

- Five star black aluminum base, powder coated anthracite metallic.
- The material on seat and back should have enough padding to be comfortable to sit on for extended periods. The seat should be curved in ergonomic shape adjacent to the user.
- The material of the seat and backrest upholstery must be hygienic, antistatic and provide for sufficient ventilation.
- Backrest in black mesh, Veo/Mera 3D 2080, minimal abrasion resistance: 50,000 Martindale.
- Seat upholstered Urban Plus Chicago Subway YN009 0484, minimal abrasion resistance: 100,000 Martindale.

##### II. Scope of services

###### 1. Information about Frontex premises and staff numbers

Frontex is located in the building B of the Warsaw Spire, Plac Europejski 6, 00-844 Warsaw.

As number of Frontex employees is constantly growing and shall reach 1,250 persons by 2020, the Agency is searching for a contractor able to provide it with an adequate number of office chairs.

###### 2. Transportation routes

In Warsaw Spire there is one cargo elevator (in the first year of the contract a second one shall be activated) accessible by lorries (of maximum height of 3.6 m) from underground levels of parking of the building. The elevator is of the following size and capacity: width 1200 mm, depth 2500 mm, height 2400 mm and nominal load 1600kg.

The corridors of the premises 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.

### 3. Project management

Tenderers should 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 dealing with additional orders, information requests and to solve issues after the delivery and installation of the furniture. She/he will be Frontex's contact person throughout the duration of the contract.

### 4. Delivery and installation

Frontex intends to buy maximum 1000 chairs throughout the total duration of the framework contract (four years). It is planned that most of the chairs will be ordered during first two years of duration of the contract. Minimum 50 chairs will be commissioned with each purchase order. The final number will be indicated at the time of placing the orders.

The Contractor will be obliged to deliver ordered quantities throughout the duration of the contract within the delivery time indicated in the technical offer. Exceptionally, if the delivery timing is to vary due to any special circumstances (e.g. public holidays or producer's summer break), the offer shall contain a closed list of such events with indication of resulting number of days of delay.

The chairs shall be delivered to Frontex headquarters in Warsaw, Poland, currently located at Plac Europejski 6, 00-844 Warsaw, Warsaw Spire complex, building B. Additional neighboring delivery address may be used during implementation of the contract.

Delivery of the furniture includes transport to the premises, placement in the locations, installation of the furniture in form of mounting, assembly and positioning the furniture in the right places.

The premises will be available for delivery and installation from Monday to Friday between 08.00 and 17.00 hrs.

A detailed delivery plan including delivery times, a detailed overview of the ordered items and their exact placement in the building will be agreed between the Contractor and Frontex.

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

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 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 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.

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

Delivery of the furniture includes transport to the premises, placement in the locations, installation of the furniture in form of mounting, assembly and positioning the chairs in the right places.

### 5. Warranty

Office chairs must be subject to a warranty period of at least five years. Better warranty conditions will be of added value.

The warranty should include repairs or replacement of defective parts (commonly used parts, mechanical parts, spare parts etc) at Frontex premises free of charge. These parts should be available throughout the duration of the contract. Longer availability periods will be of added value.

When repair is not possible, a replacement for the defective standard furniture should 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.

#### 6. Post-sales services

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

The Contractor should provide manuals and/or booklets and/or drawings and certificates for all furniture (in English whenever possible). It applies also to cleaning manuals of the purchased furniture.

#### 7. Insurance and liability for damages

In addition to the responsibility of the Contractor for its furniture before the formal handover to Frontex, the Agency expects the successful tenderer to be in possession of all relevant insurance policies that are standard in the business. In particular Frontex requires that the company shall produce an insurance policy for any damages caused by its employees to Frontex property (immovable or movable assets) in the premises (including a third party insurance) valid throughout the delivery and assembly works period.

#### 8. 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.

(Dis)assembly of furniture must be easy with the minimum of effort and must be possible using simple tools available on the market. Preferably the work can be carried out by single handling. Disassembled parts of furniture should be lightweight. Furniture should consist of as few separable parts as possible.

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

It should be easy to store disassembled furniture using minimal space.

Under normal use, the materials may not cause allergic reactions nor harm health.

The furniture may not have sharp edges, sharp corners or protruding parts.

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.

#### 9. Showroom

During the process of technical evaluation Frontex will perform a quality check of offered products. Every tenderer must present one office chair model, identical to the offered ones. In case of different finishing than the one proposed in the technical offer the tenderer shall provide samples of the finishing materials offered. The model should be made available for delivery to Frontex premises in Warsaw Spire at Plac Europejski 6 in Warsaw anytime during the working hours of Frontex (08.00 - 17.00) within the period of 3 weeks after the deadline for submitting

offers. Products should be delivered within 3 working days from the request date and collected after the notification received by the Tenderer.

Standard and quality of models presented in the showroom shall demonstrate if the offered office chairs meet the technical requirements listed in point III below.

### **III. Requirements**

The awarded office chairs must fulfill all minimum technical requirements.

#### **Minimum technical requirements:**

##### **1. Design:**

- Five star aluminium base, powder coated anthracite metallic.
- Elastic mesh backrest in black.

##### **2. Seat height**

- Seat height should be easily adjustable with a pneumatic adjustment lever.
- It should range from about 40 to 53 cm off the floor.

##### **3. Seat width and depth:**

- The seat should be between 46 and 51 cm wide and between 42 and 47 cm deep.
- The forward or backward depth and tilt of the seat should be adjustable and movable in different angles.

##### **4. Lumbar support:**

- The chair should be equipped with a lumbar adjustment (both height and depth) so each user can get the proper fit to support the inward curve of the lower back.
- The tenderers can also propose chairs with lumbar support separated from the backrest.

##### **5. Backrest:**

- The backrest of an ergonomic office chair should be 30 to 50 cm wide.
- The backrest should be separate from the seat and it should be adjustable in angle with a mechanism offering smooth leveling of positions.
- It should be able to support the natural curve of the spine, again with special attention paid to proper support of the lumbar region.
- If lumbar module is separated, both lumbar and back section shall be adjustable separately

##### **6. Material:**

- The material on seat and back should have enough padding to be comfortable to sit on for extended periods of time.
- Having a cloth fabric that breathes is preferable to a harder surface.
- The material of the seat and backrest must provide sufficient ventilation and be moisture regulating.
- The material of the seat and backrest must be hygienic and antistatic.
- Minimal abrasion resistance: 100 000 Martindale.

7. Armrests:

- Office chair armrests should be adjustable in height and width. They should allow the user's arms to rest comfortably and shoulders to be relaxed.
- Height should be adjusted with a user friendly mechanism and offer at least 3 different positions to a minimum height of 6 cm.
- Width should be adjusted with a user friendly mechanism and offer at least 2 different positions.

8. Headrest:

- Headrest height should be easily adjustable with range of approximately 6 cm, offering at least 3 different positions.

9. Swivel:

- The chair should easily rotate so the user can reach different areas of his or her desk without straining.

10. Seat flexors:

- Seat with flexors to distribute user weight and adapt user movements and posture changes.
- The chair should provide for body weight adjustment from 45 kg to 125 kg. On request, the proposed model should be offered with greater weight adjustment (up to 140-150 kg).

11. Wheels:

- Chairs should be equipped with black plastic, hard castors for carpet floors

**Additional features:**

12. Headrest:

- Headrest angle adjustment option would be of added value.
- Possibility to disassemble the headrest would be an advantage.

13. Castors:

- Preferably the chair should have in place security castors with auto-lockable system, avoiding the undesirable chair move (when sitting castors move normally but by standing up the lock).

14. Wheels:

- Optionally, the proposed model should have possibility of purchase of wheels for hard floors for the same price as the offer for the model with carpet floor wheels.

15. Coat hanger:

- The chair should have a coat hanger attached to the back of the backrest.

**Other requirements:**

The proposed model must possess:

- 1) At least 5-year warranty
- 2) certificates confirming ergonomics, functionality and high standards,
- 3) certificates confirming environmental friendliness of production process, materials used or implementation of ecological CSR projects or other actions