

# **Provision of office supplies for Frontex Technical Specifications**

**Annex II to the Invitation to Tender no  
Frontex/OP/500/2018/KM**

## 1 Scope of contract

The subject of the contract is provision of office supplies and other similar materials for Frontex. The list of articles and items covered by the contract has been defined in Appendix 1 attached to these Specifications. The list includes also minimum technical requirements of each item and estimated quantities envisaged for the total duration of the contract. For further information about the quantities please see point 2.

As regards items 169 and 210 the exemplary articles are visualised on the photos below:

**Item 169:** Desk lamp 230 V, metal, adjustable arm and head, black and/or silver (non-binding exemplification in the attached picture)



**Item 210:** Paper storage box with lid, sturdy, cut-out handles, 25 x 35 x 20 cm, black or white



## 2 Quantities

The attention of tenderers is drawn to the fact that items and quantities mentioned in the table in Appendix 1 are an estimation of needs for office supplies envisaged for the moment. However, Frontex is not committed to buy all items, nor the quantities mentioned, as it will depend on the actual needs during the contract implementation.

In addition to items specified below Frontex reserves the right to request from the contractor delivery of other items (office supplies) within maximum 20% of the value of the contract. Such items will be priced separately, based on the request received from Frontex.

The requests for specific offer will be sent to the contractor by e-mail, to the address specified in the contract (point I.8).

The contractor will send the specific offer within maximum 3 working days. Prices indicated in the specific offer cannot be higher than the average price available on the market. Frontex will verify the prices quoted in this regard by checking the prices on the internet. The price quoted by the contractor must be within maximum 10% margin comparing to the average price available on the market.

### 3 Deliveries

Deliveries shall be made to Frontex premises in Warsaw Spire, at Plac Europejski 6, 00-844 Warsaw.

Frontex shall not be deemed to have accepted any Goods or Services until Frontex has had reasonable time to inspect them following delivery and/or performance by the tenderer.

Frontex shall be entitled to reject or return any goods delivered at the tenderer's risk and expense.

Packaging should be adapted to the size of the delivered article and be as environmentally friendly as possible. The goods shall be packed in strong boxes or crates or in any other way that ensures that the contents remain intact and prevents damage or deterioration. A packing list should be attached to the consignment.

### 4 Contract manager

Contractor shall designate the contract manager that will be responsible for execution of the contract and will be the contact person for Frontex. Contact details of the person should be included in the offer.

### 5 Additional requirements

The contractor will provide on request, electronically or in a hard copy, statistics on the deliveries made (items, quantities etc.) per period requested. Those statistics must be provided within maximum 5 working days following the request made by Frontex.

## Appendixes:

Appendix 1 - List of articles covered by the contract