

CALL FOR TENDERS

N° BEREC/2020/03/OT

**Supply of office furniture and other equipment and
provision of maintenance services**

TENDER SPECIFICATIONS

11 June 2020

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. The Contracting Authority can therefore accept tenders from and sign contracts with tenderers from 37 countries, namely: the countries, which are parties to the Agreement on the European Economic Area (EEA) (the 28 EU Member States, Lichtenstein, Norway and Iceland) and 6 Stabilisation and Association Agreements (SAA) countries (North Macedonia, Albania, Montenegro, Serbia, Bosnia and Herzegovina, Kosovo¹).

The plurilateral Agreement on Government Procurement² concluded within the World Trade Organisation does not apply to this tender procedure.

NB! For British tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call for tenders.

The plurilateral Agreement on Government Procurement² concluded within the World Trade Organisation does not apply to this tender procedure.

1.2. Short overview of the procurement procedure

Title:	Supply of office furniture and other equipment and provision of maintenance services
Procedure:	Open Procedure
Lots	This procedure is divided into 2 lots: Lot 1 – office furniture Lot 2 – acoustic pods
Expected Start:	Q3 2020
Type of Contracts:	Framework Service Contracts (FWC)
Framework Type:	Lot 1: Multiple Framework Contracts (MFC) in Cascade

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence

² See http://www.wto.org/english/tratop_e/gp_gpa_e.htm

	Lot 2: Multiple Framework Contracts in Cascade
Number of envisaged contractors:	Lot 1: Minimum 2 for the MFC in Cascade Lot 2: Minimum 2 for the MFC in Cascade
Duration:	The duration of the FWCs is 12 months renewable automatically up to three times for further period of 12 months each, with a total maximum duration of 48 months.
Maximum total amount of the FWC over maximum duration of the contracts of 48 months	Total maximum value of the procedure EUR 500 000 (five hundred thousand euro) is divided between the lots as follows: Lot 1: EUR 351 000 Lot 2: EUR 149 000
Possible increase:	By virtue of point (e) of point 11(1) of Annex I of the Financial Regulation ³ , the BEREK Office reserves the option to launch further negotiated procedures with the successful tenderers of the present call for tenders for new services consisting in the repetition of similar services during the 3 years following the signature of the original contract. Negotiated procedure will be used subject to cost-benefit analysis and the increase will not go beyond 50 % of the original value of the contract.
Main place of delivery	Lot 1: Riga Lot 2: Riga
Variants	Not permitted
Consortia	Permitted but must be clearly described in the tender.
Subcontracting	Permitted. Subcontractors, whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria, must be clearly identified in the tender.

1.3. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

Signature of the FWC is not an order for services and does not constitute a financial commitment. BEREK Office intends to issue individual and successive specific contracts over the period of validity of the FWC which shall take the form of the document provided in Annex III of the draft FWC.

³ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193, 30.7.2018, p. 1–222).

1.4. Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU⁴, as well as with data protection obligations resulting from Regulation (EU) 2016/679⁵.

1.5. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

1.6. Subcontracting

Subcontracting is permitted but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria.

During the contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

1.7. Structure and content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.8)

Part B: Non-exclusion (see section 4.1)

Part C: Selection (see section 4.2)

Part D: Technical offer

⁴ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

⁵ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Text with EEA relevance) (OJ L 119, 4.5.2016, p. 1–88).

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the minimum requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

Part E: Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

1.8. Identification of the tenderer

The tender must include a **cover letter** signed by an authorised representative presenting the **name of the tenderer** (including all entities in case of joint tender) and identified subcontractors if applicable, and **the name and contact details (phone, email and postal address) of the single contact point** (leader) in relation to this procedure.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

2. DESCRIPTION OF THE SUBJECT AND OBJECTIVES

The Agency for Support for BEREC ('BEREC Office') is located at Zigfrida Annas Meierovica bulvaris 14, LV-1050 Riga, Latvia and currently has 65 persons working on site. BEREC Office premises provide approximately 60 workstations on 1,200.00 m². Since the Agency is planning the expansion of its premises (approximately 2,500 – 3,000 m²), BEREC Office intends conclude a framework contract of four years for purchasing office furniture and acoustic pods to cover the increasing needs

and achieve the utmost satisfaction of users. The two groups of items subject to the current procurement are divided into two lots:

- Lot 1 referring to office furniture;
- Lot 2 referring to acoustic pods.

Currently, BEREC Office premises are on the 1st, 2nd and 3 ½ floor of a historical building located in a prestigious area in the old city of Riga. The premises consist in several different type of space: office area, meeting areas and support areas (technical rooms, common areas, kitchens, etc.). The offices of the staff have to be equipped with standard office furniture (e.g. desks, cupboards, drawers, waste bin, etc.), the Director and management offices have to be equipped with suitable also for meetings furniture and the other areas have to be equipped with more specific furniture and equipment.

In order to create quiet zones where staff members can concentrate, BEREC Office intends to purchase over the whole duration of the contract 5 single user acoustic pods, to use like phone booths, and 4 multi-person acoustic pods, designed to fit two persons. The aim of endowing BEREC Office with acoustic pods is to ensure the confidentiality of business calls and video conferences without disturbing work of the colleagues, to arrange one-on-one collaborative meetings and to have a place where staff can go to concentrate on their tasks or taking a break.

The location and layout of BEREC Office premises might change during the period 2020-2024 due to the forecasted growth. Before starting the procedure it could be required a site survey in order to evaluate the aesthetics and design of the actual premises.

3. TECHNICAL SPECIFICATIONS

3.1. Lot 1: Office furniture

Lot 1 includes the following furniture families: tables, chairs, filing and accessories. The classification of furniture to purchase has been made taking into account the different families of furniture, which identifies the general type of furniture without specifying the precise uses and features of each item. Based on the BEREC Office needs into the different areas of the premises, the following families have been defined:

- **Tables:** any table of non-specified dimensions, irrespective of their use or location;
- **Chairs:** irrespective of the intended user or their characteristics;
- **Filing:** all items used to store documents;
- **Accessories:** these items are easy to replace and move and they do not all have the same function. They are ancillary items, which contribute to enhance the comfort into the different areas.

Within each family, the next level of specification is the article, which refers to the different uses given each item, the specific function for which it is designed and for which it is assigned, certain characteristics and specifications. This level describes the items of furniture in each family that are fully and unequivocally differentiated from the other items in the same group by a given series of characteristics and specifications associated with the specific area for which they are designed, with the user and, more specifically, with the specific activities and tasks to be carried on with those items. This last designation serves to determine the specific dimensions, functional characteristics, etc. for each item.

The tables family includes adjustable height desks, executive desks for the Director and Management, folding tables, meeting tables, coffee tables and kitchen tables.

The chairs family for the kitchen areas should be as simple as possible.

The filing family includes cupboards of different size and height (high or low), which are assigned to one or more workstations and can be for individual or shared use, and drawer units which are for individual use.

Accessories include waste bins, sofas, standard reception desk and acoustic office partitions panels.

The contractor must cover the following specifications for each furniture family:

- **Functional Characteristics:** the attributes which gives functionality to each article are:
 - a) mobility: enabling each user to adapt his/her workplace to his/her own need at any time and for any activity;
 - b) modularity: enabling an item to be adapted for different uses through reconfiguration or versatility.
- **Ergonomics:** each item belonging to the different furniture family is to be designed according to ergonomics standards in order to guarantee users comfort avoiding uncomfortable posture, strain and physical risk. This requirement should be appropriate to the physical condition of all users at all times of the working day, using highly ergonomic and state of the art furniture that contribute to enhance user productivity and comfort.
- **Design:** aesthetic aspects contribute to create a pleasant environment and promote user productivity and well-being. Since each item of the furniture family constitute one of the basic elements for promoting the corporate image of BERECE Office, the design, materials and finishes will be also take into consideration during the evaluation phase. Thus, the contractor must submit a 3D drawing or pictures which do not contain any logos and references of the contractor.
- **Maintenance:** this specification includes all the procedures which allow to maintain each item in optimum conditions of use without incurring high costs. The contractor must submit a maintenance sheet with the description of all procedures of maintenance and the frequency of these procedure during the life cycle of each furniture item. Moreover, the contractor must provide a cost estimation per hour of all procedures of maintenance necessary throughout the life cycle of each item. It is required a minimum guarantee period of one (1) year. Moreover, the extension of the guarantee period is considered an advantage.
- **Regulations:** each item belonging to the specific furniture family should be subject to the regulations in force regarding manufactures tests, checks on anti-allergenic treatments of material and guarantees regarding suitable conditions for stability and durability as regards intended usage: shock, impact and tear resistance, abrasion resistance, etc.
- **Safety:** in order to ensure perfect safety conditions for users each item needs to have features which contribute to achieving this objective in compliance with the laws on the prevention of occupational risks.
- **Environmental considerations:** as a result of growing public concern over environmental issue and EU Directives on environmental protection, although this consideration does not attest the fulfilment of obligatory requirements, the presence of recycled material or recycling materials will be considered an advantage.

3.1.1. Tables family

The tables family is made up of electric adjustable height desks for offices, executive desks for the Director and Management, folding tables, meeting tables, coffee tables and kitchen tables. The technical characteristics for each item belonging to this family are listed below.

3.1.1.1 Electric adjustable Height Desks for offices

Functional characteristics	Dynamic solution that enables active posture alternation, transitioning between conventional seated work and standing work
Physical and technical characteristics	<ul style="list-style-type: none">- Dimensions of the working surface:<ul style="list-style-type: none">a) W 160 cm x D 80 cm x H adjustable between 64 cm and 120 cm (+/- 10%).b) W 140 cm x D 80 cm x H adjustable between 64 cm and 120 cm (+/- 10%).- The legs must be adjustable in height with electrical lifting system.- Low noise of the electrical lifting system.- Legs must be in steel or aluminium.- Material of the table top: fibreboard, high pressure laminate (HPL) or equivalent.- Levelers on the feet, modular based on floor unevenness.- Electricity cabling.- Desk power hub with 3 AC outlet and 2 USB port.- Possibility to hide cabling and electrical wiring.- Presence of cable grommet circular.- Possibility to install the acoustic panel screen.
Ergonomics	<ul style="list-style-type: none">- Low heat transmitting surface.- Rounded edges avoiding a design with sharp corners or edges.- Smooth lines for greater comfort.- Vertical cable openings on both sides and horizontal tray under the overhang.
Design	<ul style="list-style-type: none">- Finishes: stratified – wood.- Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none">- Load, rigidity, stability, vibration and fall performance test: ISO 21016,- Abrasion resistance: EN 438 / ISO 4586- Scratch resistance: EN 438 / ISO 4586- Shock resistance: EN 438 / ISO 4586

	<ul style="list-style-type: none"> - Stability under artificial light: EN 438 / ISO 4586 EN 438 / ISO 4586 Protech - moderate brown stain accepted - Resistance to dry heat: EN 438 / ISO 4586 Stratified - no cracking in coating EN 438 / ISO 4586 Protech - no cracking in coating - Resistance to stains: EN 438 / ISO 4586 Stratified - no streaks left after cleaning EN 438 / ISO 4586 Protech - no streaks left after cleaning
Safety	<ul style="list-style-type: none"> - Fire resistance: EN 1021-1, EN 1021-2
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials. - Low energy consumption.

3.1.1.2 Executive Desk for the Director

Functional characteristics	<ul style="list-style-type: none"> - Dynamic solution that enables active posture alternation, transitioning between conventional seated work and standing work
Physical and technical characteristics	<ul style="list-style-type: none"> - Dimensions of the working surface: W 200 cm x D 90 - 100 cm x H adjustable between 74 cm and 120 cm (+/- 10%). - The legs must be adjustable in height with electrical lifting system. - Low noise of the electrical lifting system. - Material of the table top: fibreboard, high pressure laminate (HPL) or equivalent. - Levelers on the feet, modular based on floor unevenness. - Electricity cabling. - Desk power hub with 3 AC outlet and 2 USB port. - Possibility to hide cabling and electrical wiring. - Presence of cable grommet oval.
Ergonomics	<ul style="list-style-type: none"> - Low heat transmitting surface. - Rounded edges avoiding a design with sharp corners or edges. - Smooth lines for greater comfort. - Vertical cable openings on both sides and horizontal tray under the overhang.
Design	<ul style="list-style-type: none"> - Refined design - Asymmetric , if possible

Regulations	<ul style="list-style-type: none"> - Load, rigidity, stability, vibration and fall performance test: ISO 21016. - Abrasion resistance: EN 438 / ISO 4586 - Scratch resistance: EN 438 / ISO 4586 - Shock resistance: EN 438 / ISO 4586 - Stability under artificial light: EN 438 / ISO 4586 EN 438 / ISO 4586 Protech - moderate brown stain accepted - Resistance to dry heat: EN 438 / ISO 4586 Stratified - no cracking in coating EN 438 / ISO 4586 Protech - no cracking in coating - Resistance to stains: EN 438 / ISO 4586 Stratified - no streaks left after cleaning EN 438 / ISO 4586 Protech - no streaks left after cleaning
Safety	<ul style="list-style-type: none"> - Fire resistance: EN 1021-1, EN 1021-2
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials. - Low energy consumption.

3.1.1.3 Executive Desk for the Management

Functional characteristics	Dynamic solution that enables active posture alternation, transitioning between conventional seated work and standing work.
Physical and technical characteristics	<ul style="list-style-type: none"> - Dimensions of the working surface: W 180 cm x D 80 - 100 cm x H adjustable between 68 cm and 120 cm (+/- 10%). - The legs must be adjustable in height with electrical lifting system. - Low noise of the electrical lifting system. - Legs must be in steel or aluminium. - Material of the table top: fibreboard, high pressure laminate (HPL) or equivalent. - Levelers on the feet, modular based on floor unevenness. - Electricity cabling. - Desk power hub with 3 AC outlet and 2 USB port. - Possibility to hide cabling and electrical wiring. - Presence of cable grommet oval.
Ergonomics	<ul style="list-style-type: none"> - Low heat transmitting surface.

	<ul style="list-style-type: none"> - Rounded edges avoiding a design with sharp corners or edges. - Smooth lines for greater comfort. - Vertical cable openings on both sides and horizontal tray under the overhang.
Design	<ul style="list-style-type: none"> - Finishes: stratified – wood. - Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none"> - Load, rigidity, stability, vibration and fall performance test: ISO 21016. - Abrasion resistance: EN 438 / ISO 4586 - Scratch resistance: EN 438 / ISO 4586 - Shock resistance: EN 438 / ISO 4586 - Stability under artificial light: EN 438 / ISO 4586 EN 438 / ISO 4586 Protech - moderate brown stain accepted - Resistance to dry heat: EN 438 / ISO 4586 Stratified - no cracking in coating EN 438 / ISO 4586 Protech - no cracking in coating - Resistance to stains: EN 438 / ISO 4586 Stratified - no streaks left after cleaning EN 438 / ISO 4586 Protech - no streaks left after cleaning
Safety	<ul style="list-style-type: none"> - Fire resistance: EN 1021-1, EN 1021-2
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials. - Low energy consumption.

3.1.1.4 Folding tables

Functional characteristics	Flexibility and mobility in order to configure a room quickly and easily. The table must be easy to adapt to diverse purposes for more efficient use of space and activities. It must be ideal for meetings.
Physical and technical characteristics	<ul style="list-style-type: none"> - Dimensions of the working surface: <ul style="list-style-type: none"> a) W 140 cm x D 80 cm x H 75 cm (+/- 10%). b) 120 cm x 75 cm - Legs must be in steel or aluminium. - Material of the table top: fibreboard, high pressure laminate (HPL) or equivalent. - Lockable castors only for the rectangular table.

	<ul style="list-style-type: none"> - Locking mechanism which allows users to lock legs into place for safety and stability during the use. After the use the table legs can be folded up by simply unlocking the mechanism.
Ergonomics	<ul style="list-style-type: none"> - Low heat transmitting surface. - Rounded edges avoiding a design with sharp corners or edges. - Smooth lines for greater comfort.
Design	<ul style="list-style-type: none"> - Aesthetically light and innovative - Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none"> - Load, rigidity, stability, vibration and fall performance test: ISO 21016. - Abrasion resistance: EN 438 / ISO 4586 - Scratch resistance: EN 438 / ISO 4586 - Shock resistance: EN 438 / ISO 4586 - Stability under artificial light: EN 438 / ISO 4586 EN 438 / ISO 4586 Protech - moderate brown stain accepted - Resistance to dry heat: EN 438 / ISO 4586 Stratified - no cracking in coating EN 438 / ISO 4586 Protech - no cracking in coating - Resistance to stains: EN 438 / ISO 4586 Stratified - no streaks left after cleaning EN 438 / ISO 4586 Protech - no streaks left after cleaning
Safety	<ul style="list-style-type: none"> - Fire resistance: EN 1021-1, EN 1021-2
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials.

3.1.1.5 Meeting tables

Functional characteristics	Flexible and modular solution ideal for meeting and training rooms.
Physical and technical characteristics	<ul style="list-style-type: none"> - Dimensions of the working surface: <ul style="list-style-type: none"> a) for 6 persons b) for 10 persons. - Legs must be in steel or aluminium. - Material of the table top: fibreboard, high pressure laminate (HPL) or equivalent. - Equipped with cable management.

	<ul style="list-style-type: none"> -6 Power socket outlets, data points and VGA, audio, HDMI connections integrated into the design/ or in the base of the number of persons (10). - Easy to assemble and disassemble according to the various needs.
Ergonomics	<ul style="list-style-type: none"> - Low heat transmitting surface. - Rounded edges avoiding a design with sharp corners or edges. - Smooth lines for greater comfort.
Design	<ul style="list-style-type: none"> - Aesthetically light and innovative - Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none"> - Load, rigidity, stability, vibration and fall performance test: ISO 21016. - Abrasion resistance: EN 438 / ISO 4586 - Scratch resistance: EN 438 / ISO 4586 - Shock resistance: EN 438 / ISO 4586 - Stability under artificial light: EN 438 / ISO 4586 EN 438 / ISO 4586 Protech - moderate brown stain accepted - Resistance to dry heat: EN 438 / ISO 4586 Stratified - no cracking in coating EN 438 / ISO 4586 Protech - no cracking in coating - Resistance to stains: EN 438 / ISO 4586 Stratified - no streaks left after cleaning EN 438 / ISO 4586 Protech - no streaks left after cleaning
Safety	<ul style="list-style-type: none"> - Fire resistance: EN 1021-1, EN 1021-2
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials.

3.1.1.6 Coffee tables

Functional characteristics	Flexible and modular solution ideal for hosting the coffee machine up.
Physical and technical characteristics	<ul style="list-style-type: none"> - Dimensions: W 80 cm x D 80 cm x H 72 cm (+/- 10%). - Legs must be in steel or aluminium. - Material of the table top: fibreboard, high pressure laminate (HPL) or equivalent. - Easy to assemble and disassemble according to the various needs.
Ergonomics	<ul style="list-style-type: none"> - Low heat transmitting surface.

	<ul style="list-style-type: none"> - Rounded edges avoiding a design with sharp corners or edges. - Smooth lines for greater comfort.
Design	<ul style="list-style-type: none"> - Aesthetically light and innovative - Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none"> - Abrasion resistance: EN 438 / ISO 4586 - Scratch resistance: EN 438 / ISO 4586 - Shock resistance: EN 438 / ISO 4586 - Stability under artificial light: EN 438 / ISO 4586 EN 438 / ISO 4586 Protech - moderate brown stain accepted - Resistance to dry heat: EN 438 / ISO 4586 Stratified - no cracking in coating EN 438 / ISO 4586 Protech - no cracking in coating - Resistance to stains: EN 438 / ISO 4586 Stratified - no streaks left after cleaning EN 438 / ISO 4586 Protech - no streaks left after cleaning
Safety	<ul style="list-style-type: none"> - Fire resistance: EN 1021-1, EN 1021-2
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials.

3.1.1.7 Kitchen tables

Functional characteristics	Cheap, flexible and modular solution ideal for the kitchen area.
Physical and technical characteristics	<ul style="list-style-type: none"> - Dimensions: 6 persons. - Legs must be in steel or aluminium. - Material of the table top: fibreboard, high-pressure laminate (HPL) or equivalent. - Easy to assemble and disassemble according to the various needs.
Ergonomics	<ul style="list-style-type: none"> - Low heat transmitting surface. - Rounded edges avoiding a design with sharp corners or edges. - Smooth lines for greater comfort.
Design	<ul style="list-style-type: none"> - Aesthetically light - Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none"> - Abrasion resistance: EN 438 / ISO 4586

	<ul style="list-style-type: none"> - Scratch resistance: EN 438 / ISO 4586 - Shock resistance: EN 438 / ISO 4586 - Stability under artificial light: EN 438 / ISO 4586 <p>EN 438 / ISO 4586 Protech - moderate brown stain accepted</p> <ul style="list-style-type: none"> - Resistance to dry heat: EN 438 / ISO 4586 Stratified - no cracking in coating <p>EN 438 / ISO 4586 Protech - no cracking in coating</p> <ul style="list-style-type: none"> - Resistance to stains: EN 438 / ISO 4586 Stratified - no streaks left after cleaning <p>EN 438 / ISO 4586 Protech - no streaks left after cleaning</p>
Safety	- Fire resistance: EN 1021-1, EN 1021-2
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials.

3.1.2. Chairs family

The chairs family is made up of chairs for kitchen area. The technical characteristics for each item belonging to this family are listed below.

3.1.2.1 Kitchen chairs

Functional characteristics	The chairs have to be suitable for kitchen areas.
Physical and technical characteristics	<ul style="list-style-type: none"> - Depth of the seat: 45 cm (+/- 10%). - Width of the seat: 45 cm (+/- 10%). - Four legged chair without armrest. - Material: polypropylene
Ergonomics	- Comfortable and correct posture.
Design	<ul style="list-style-type: none"> - Clean and fluid design - Neutral colours for a standard look.
Regulations	EN 1022 (Safety, strength and durability)
Safety	- Fire Resistance: fire-proof material, special treatment on legs/covering.
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials.

3.1.3. Filing family

The filing family includes cupboards of different size and height (high or low), which are assigned to one or more workstations and can be for individual or shared use, and drawer units which are for individual use.

3.1.3.1 High Office storage cupboards

Functional characteristics	The function of the cupboard is to store documents.
Physical and technical characteristics	<ul style="list-style-type: none">- Depth: 45 cm (+/- 10%).- Width: 100 cm (+/- 10%).- Height: 190 cm (+/- 10%).- Metal double sliding door.- Fully welded steel construction for strength and rigidity.- Presence of shelves- Lockable with interchangeable tumbler, hinged keys.
Design	<ul style="list-style-type: none">- Clean and fluid design- Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none">- EN 14073-2:2005 (Design safety).- EN 14073-3:2005 (Structure and Moving Parts Safety).- EN 14074:2005 (Resistance and Durability of Moving Parts).
Safety	<ul style="list-style-type: none">- Anti-tipping system.
Environment	<ul style="list-style-type: none">- Packaging: recyclable or recycled materials (cardboard, plastic, paper).- Furniture made with recycled material or recycling materials.

3.1.3.2 Low Office storage cupboards

Functional characteristics	The function of the cupboard is to store documents.
Physical and technical characteristics	<ul style="list-style-type: none">- Depth: 45 cm (+/- 10%).- Width: 100 cm (+/- 10%).- Height: 130 cm (+/- 10%).- Metal double sliding door.- Fully welded steel construction for strength and rigidity.- Presence of shelves

	<ul style="list-style-type: none"> - Lockable with interchangeable tumbler, hinged keys. - Upper top in laminated wood.
Design	<ul style="list-style-type: none"> - Clean and fluid design - Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none"> - EN 14073-2:2005 (Design safety). - EN 14073-3:2005 (Structure and Moving Parts Safety). - EN 14074:2005 (Resistance and Durability of Moving Parts).
Safety	<ul style="list-style-type: none"> - Anti-tipping system.
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials.

3.1.3.3 Pedestals

Functional characteristics	The function of the pedestal is to store personal files.
Physical and technical characteristics	<ul style="list-style-type: none"> - Depth: 45 cm (+/- 10%). - Width: 60 cm (+/- 10%). - Height: 55 cm (+/- 10%). - Mobility: presence of lockable casters. - 2 drawers and 1 drop-in pen tray. - Material: metal with epoxy finish. - All the drawers must be lockable. - Lockable with hinged keys. - Upper top in laminated wood. - Load: 10 kg.
Design	<ul style="list-style-type: none"> - Clean and fluid design - Neutral colours for a standard look.
Regulations	<ul style="list-style-type: none"> - EN 14073-2:2005 (Design safety). - EN 14073-3:2005 (Structure and Moving Parts Safety). - EN 14074:2005 (Resistance and Durability of Moving Parts).
Safety	<ul style="list-style-type: none"> - Anti-tipping system.
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper).

	- Furniture made with recycled material or recycling materials.
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3.1.4. Accessories

Accessories include waste bins, sofas, standard reception desk and acoustic office partitions panels.

3.1.4.1 Recycling bins

Functional characteristics	Recycling bins for common areas and kitchens, with three separate accesses for selective waste collection.
Physical and technical characteristics	<ul style="list-style-type: none"> - Top openings for depositing waste individually. - Interior: supports for removable bags for each waste, liquid retaining deposit with 3 liter capacity as support base for container bag. - Opening side doors for removing and installing the bags, with high-security tubular key lock. - Material: stainless steel or similar in bright polished finish or similar. - Approximately measures: width 120 cm, depth 40 cm, height 120 cm, approx. capacity for each waste of 120 liters. - Easy to clean.
Design	<ul style="list-style-type: none"> - Aesthetics: modern model - Polished finish
Safety	<ul style="list-style-type: none"> - Perimeter protection profiles on upper openings - Fire Resistance: fire-proof materials
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper) - Furniture made with recycled material or recycling materials

3.1.4.2 Lounge chairs

Functional characteristics	Functional and flexible solution to allocate in the common area
Physical and technical characteristics	<ul style="list-style-type: none"> - Size: 1 person - Wood frame with wood legs - Upholstered with foam and covered with 100% polyester - Presence of armrests.
Ergonomics	- The shape must be compliant with the ergonomics of human body.

Design	<ul style="list-style-type: none"> - Aesthetics: clean lines - Neutral colours for a standard look.
Regulations	Upholstery: <ul style="list-style-type: none"> - EN ISO 105-B02:2014 (resistance of dyes to light) - EN ISO 105X 12:2016 (resistance to rubbing, dry and wet) - EN ISO 13934-1:2013 (resistance to tearing) - EN ISO 105-D01:2010 (resistance of dye to dry cleaning) - EN ISO 12947-1:2017 (resistance to abrasion)
Safety	<ul style="list-style-type: none"> - Fire Resistance: fire-proof material
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper) - Furniture made with recycled material or recycling materials

3.1.4.3 Sofas

Functional characteristics	Functional and flexible solution to allocate in the common area
Physical and technical characteristics	<ul style="list-style-type: none"> - Size: 2-3 persons - Wood frame with wood legs - Upholstered with foam and covered with 100% polyester - Presence of armrests
Ergonomics	<ul style="list-style-type: none"> - The shape must be compliant with the ergonomics of human body
Design	<ul style="list-style-type: none"> - Aesthetics: clean lines - Neutral colours for a standard look
Regulations	Upholstery: <ul style="list-style-type: none"> - EN ISO 105-B02:2014 (resistance of dyes to light) - EN ISO 105X 12:2016 (resistance to rubbing, dry and wet) - EN ISO 13934-1:2013 (resistance to tearing) - EN ISO 105-D01:2010 (resistance of dye to dry cleaning) - EN ISO 12947-1:2017 (resistance to abrasion)
Safety	<ul style="list-style-type: none"> - Fire Resistance: fire-proof material
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper) - Furniture made with recycled material or recycling materials

3.1.4.4 Standard reception desks

Functional characteristics	Functional and flexible solution to allocate in the reception area
Physical and technical characteristics	<ul style="list-style-type: none"> - Approximately dimensions: width 160 cm, depth 80 cm, height 120 cm - Material: high pressure laminate - Presence of two surfaces: 1 transaction top, where guests can sign documents and a working surface for the receptionist which is deep enough to allocate the CCTV monitor - Presence of 1 wire management grommet to keep wires hidden and organized - Desk power hub with 5 AC outlet and 2 USB port - Possibility to be assembled with other accessories for reception area in a second moment
Ergonomics	- The reception desk have to be compliant with ergonomics standards
Design	<ul style="list-style-type: none"> - Aesthetics: modern design - Neutral colours for a standard look
Regulations	<ul style="list-style-type: none"> - Abrasion resistance: EN 438 / ISO 4586 - Scratch resistance: EN 438 / ISO 4586 - Shock resistance: EN 438 / ISO 4586 - Stability under artificial light: EN 438 / ISO 4586 EN 438 / ISO 4586 Protech - moderate brown stain accepted - Resistance to dry heat: EN 438 / ISO 4586 Stratified - no cracking in coating EN 438 / ISO 4586 Protech - no cracking in coating - Resistance to stains: EN 438 / ISO 4586 Stratified - no streaks left after cleaning EN 438 / ISO 4586 Protech - no streaks left after cleaning
Safety	- Fire Resistance: fire-proof material
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials

3.1.4.5 Office Acoustic partitions panels

Functional	Flexible and modular solution, which helps to provide a quieter
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characteristics	workspace. In addition, this solution must be light, easy to move and stable
Physical and technical characteristics	<ul style="list-style-type: none"> - Approximate dimensions of a module: width 80 cm and height 180 cm - Frame in polycarbonate or other similar light material - The material of the screen has to absorb at least the 85% of the sounds - Mobility: the presence of metal casters with brakes is to consider an advantage - Possibility to assembly more modules together in order to create folding screens is consider an advantage
Design	- Aesthetics: modern design and coloured solutions.
Regulations	<ul style="list-style-type: none"> - EN 1023-2:2001 (mechanical safety requirements) - EN 1023-3:2001 (test methods)
Safety	<ul style="list-style-type: none"> - Fire Resistance: fire-proof material - Stability: anti-tipping system
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper) - Furniture made with recycled material or recycling materials

3.1.4.6 Desk mounted acoustic and privacy panels

Functional characteristics	Flexible solution which reduces the effects of ambient noise and ensures the users privacy
Physical and technical characteristics	<ul style="list-style-type: none"> - Dimensions have to be suitable for desks which have the following dimension: <ul style="list-style-type: none"> a) for desks W 160 cm x D 80 cm b) for desks W 140 cm x D 80 cm - Ensuring privacy for the users - The material of the screen has to absorb at least the 85% of the sounds - The panel must be mounted to the desk
Design	- Aesthetics: modern design and coloured solutions.
Regulations	<ul style="list-style-type: none"> - EN ISO 354:2004 - EN ISO 11654:1998
Safety	<ul style="list-style-type: none"> - Fire Resistance: fire-proof material - Stability of the fixing system of the panel to the desk
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper) - Furniture made with recycled material or recycling materials

3.2. Lot 2: Acoustic pods

The lot 2 includes single user acoustic pods and multi-person acoustic pods.

The contractor must cover the following specifications for acoustic pods in the tender:

Functional Characteristics: the attribute which gives functionality to the pods is the mobility. The acoustic pods must be easy to be repositioned in other parts of the BEREC Office premises.

Physical and Technical Characteristics: the materials, which constitute the acoustic pods, must be suitable for the tasks for which the item is designed. Above all the materials must ensure sound insulation to absorb internal and external noises. The contractor must submit a Data sheet with a detailed description of the technical characteristics (materials, dimensions, etc.) of the acoustic pods.

Ergonomics: the acoustic pods must be designed according to ergonomics standards in order to guarantee users comfort avoiding uncomfortable posture and risks for their health. Moreover, the height of the tables and seating must be adjustable to ensure the ergonomic comfort.

Design: aesthetic aspects contribute to create a pleasant environment and promote user productivity and well-being. Since the acoustic pods will also constitute one of the basic elements for promoting the corporate image of BEREC Office, the design, materials and finishes will be also take into consideration during the evaluation phase. Thus, the contractor must submit a 3D drawing or pictures of the acoustic pods which do not contain any logos and references of the contractor.

Maintenance: the contractor must submit a maintenance sheet with the description of all procedures of maintenance and the frequency of these procedures during the life cycle of the pods. Moreover, the contractor must provide a cost estimation per hour of all procedures of maintenance necessary throughout the life cycle of the pods. It is required a minimum guarantee period of two years. Moreover, the extension of the guarantee period is considered an advantage.

Environmental considerations: as a result of growing public concern over environmental issue and EU Directives on environmental protection, although this consideration does not attest the fulfilment of obligatory requirements, the presence of recycled material or recycling materials and low energy consumption pods will be considered an advantage.

Safety: in order to ensure perfect safety conditions for users. The acoustic pods shall meet the safety requirements of EC standards and the fire safety requirements for the interior material. The material of the acoustic pods should be no flammable.

3.2.1 Single user acoustic pods

Functional characteristics	Ensuring the confidentiality of business calls and video conferences without disturbing work of the colleagues.
Physical and technical characteristics	<ul style="list-style-type: none"> - Size: 1 person. - The acoustic pod must be of the typology-closed shell with door to access into it. - The door must be made with sound control material and ensure the visual privacy. - A seater and a table into the indoor environment. - Table socket with at least 1 AC outlet, 1 USB port and Ethernet port clamp. - Led lighting and low energy consumption
Ergonomics	<ul style="list-style-type: none"> - Sound-isolated frame in order to absorb internal and external noises and to create a soundproof privacy space at the indoor. - Low noise internal ventilation system to clean up the accumulated stagnant air. - Adjustable height of the seat to ensure the correct posture of the user.
Design	- Modern design in order to create a pleasant environment.
Safety	- Fire resistance: fire-proof material and not hazardous for the health of the users.
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials.

3.2.2 Multi-person acoustic pods

Functional characteristics	Ensuring the confidentiality of business calls and video conferences without disturbing work of the colleagues and arrange one-on-one meetings.
Physical and technical characteristics	<ul style="list-style-type: none"> - Size: 2 persons. - The acoustic pod must be of the typology-closed shell with door to access into it. - The door must be made with sound control material and ensure the visual privacy. - A seating area and a table into the indoor environment - Table socket with at least 2 AC outlet, 2 USB port and Ethernet port clamp.

	<ul style="list-style-type: none"> - Led lighting and low energy consumption
Ergonomics	<ul style="list-style-type: none"> - Sound-isolated frame in order to absorb internal and external noises and to create a soundproof privacy space at the indoor. - Low noise internal ventilation system to clean up the accumulated stagnant air. - Adjustable height of the table to ensure the comfort of the users.
Design	<ul style="list-style-type: none"> - Modern design in order to create a pleasant environment.
Safety	<ul style="list-style-type: none"> - Fire resistance: fire-proof material and not hazardous for the health of the users.
Environment	<ul style="list-style-type: none"> - Packaging: recyclable or recycled materials (cardboard, plastic, paper). - Furniture made with recycled material or recycling materials.

3.3. Technical documentation

In the offer submitted by tenderers, the information on each item will be presented in a series of Data Sheets, each with the documentation detailing the characteristics of the article. Thus, each type of item will have one Data Sheet with the following information:

- brand, model and price;
- catalogue photograph and diagram with dimensions;
- detailed description of technical characteristics (e.g. materials, dimensions, etc.)

The characteristics of each item offered must conform in every respect to the provisions of the technical specifications. The mere reference to specifications and standards will not be sufficient to evidence compliance. Moreover, all components parts (e.g. materials, spare parts, etc.) used in the supply and installation covered by this contract must satisfy the conditions established for them in the technical specifications. For this purpose, it may be asked to the contractor to evidence compliance with all specifications and provide the guarantee, quality or testing certificates. These certificates must contain proof of authenticity and be signed by an individual with sufficient authority for such purpose.

The tenderers can submit an offer for both lots or only one of the lots. If the tenderer submit an offer for only one lot, the offer have to include all the items constituting the lot.

3.4. Delivery and installation

The contractor shall ensure the delivery in a perfect state of the products at the site of BEREC Office premises or in a new place if BEREC Office will move to another location. The procedure for supplying and installing the furniture described in this contract consists of the following steps:

- Transport to and stocking of furniture at the place of installation.
- Assembly and installation of furniture.
- Clean-up and collection of excess material.

The contractor must ensure the perfect state of the ordered items during the transport and delivery at the site of BEREC Office premises, whose address will be communicated at the moment of the order.

Moreover, the contractor is responsible to ensure that furniture will be brought inside BEREC Office premises since their arrival.

The contractor must also ensure the assemblage and installation of the products into BEREC Office premises using the staff and resources necessary to ensure that work interferes as little as possible with normal office activities. BEREC Office agents will inspect the furniture assembled, checking both the quality of components and the assembly work itself. BEREC Office may reject anything which does not fulfil the stipulated conditions. During these procedures the company in charge of the assemblage is responsible for compliance with the safety regulations by its own workers.

After the assemblage, furniture is to be delivered in a perfect state of cleanliness and the contractor must also remove any packaging waste, protective elements, surplus material, etc. created or used during the supply and installation and leave the affected area in perfect condition.

Moreover, the contractor will be responsible for repairing any damage caused by the transportation and installations of the various items on its own expenses.

The contractor has to provide BEREK Office the furniture assembly manuals in English language which must include the following particulars:

- overall description of the system;
- detailed description of all the assemblage;
- detailed list of all tools used for assembly;
- detailed description of the different components making up the system, including the reference and name of the manufacturer.

In case of not justified delay on the scheduled delivery, BEREK Office may ask the payment of a penalty to the contractor.

3.5. Warranty and maintenance

The contractor shall offer a minimum guarantee period of 1 years from date of delivery of all delivered furniture and spare parts. The guarantee must also cover any assembly (installer's guarantee) under the exclusive responsibility of the contractor. The contractor must offer repair and/or replacement of defective parts free of charge and he/she must do this operation on the site of BEREK Office. When repair of furniture or replacement of defective parts is not possible during their guarantee period, the contractor provides a replacement for the piece of furniture at its own expense within 10 additional working days. After the expiration of the guarantee, BEREK Office might require to the contractor to provide some repair services. In case maintenance services are required after the warranty period, BEREK Office will ask to the contractor to provide a specific offer for the materials and the number of hours needed. Once the BEREK Office accepts the offer, the works will take place at BEREK Office premises or at a location of the contractor taking into account of the type of maintenance required.

3.6. Contract management requirements

The contractor shall identify a contract manager and his/her back-up (in case of holidays or sickness) for the whole duration of the contract. The contract manager shall be available via phone and/or email during BEREK Office's regular working hours (From Monday to Friday, from 09:00 to 18:00, with the exception of public holidays). If the contractor decide to replace the contract manger, BEREK Office should be informed and the contractor have to communicate it to BEREK Office as soon as possible. The contract manager and back-up must be well informed on the specific requirements of all furniture items that contractor must supply to BEREK Office.

The following main tasks are required to the contract manager:

- Management of the order and delivery process: monitoring and implementing an efficient order process. Optimal planning of the delivery process in order to avoid delays on the time scheduled.
- Financial management: the contract manager will be the contact point for all financial matters such as invoicing and payment.

4. EVALUATION AND AWARD

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

4.1. Verification of non-exclusion

All tenderers must provide a declaration on honour (see Annex IV for Lot 1 and Annex V for Lot 2), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to all subcontractors whose share of the contract is above 20 % and whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.2. Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

If any of the selection criteria listed below is not fulfilled, the tender may not be selected for evaluation.

4.2.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex IV for Lot 1 and Annex V for Lot 2), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration used for exclusion criteria (see section 4.1) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declarations on honour. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

After contract award, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.2.2. Legal and regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

4.2.3. Economic and financial capacity criteria

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.

- **Criterion F1:** Average yearly turnover of the last two financial years above EUR 175000 for Lot1 and above EUR 74000 for Lot2; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender.

Evidence (to be provided on request):

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks;
- Evidence of professional risk indemnity insurance.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

4.2.4. Technical and professional capacity criteria and evidence

A. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below. The evidence must be provided only on request.

The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in providing similar office furniture as stated in the technical specifications.

Evidence A1: The tendered must provide a description of 2 last contracts of a similar value achieved in the last 3 years for the provision of office furniture and services performed (Maximum of 1 A4 page per reference) which includes below:

- Name, address and phone number of the client;
- Value and dates of the contract;
- Brief description of the furniture delivered and services performed.

- **Criterion A2:** The tenderer must provide Quality Management Certification Certificate(s) issued by institutions or official services recognized as competent in quality control and/or verification of compliance with standards applicable, certifying in particular that the economic operator possesses quality assurance certification for this type of services (ISO 9001 and any other certification).

Evidence A2: The tenderer must provide a copy of ISO 9001 certificate and any other certificates.

4.3. Award criteria

Tenders will be evaluated on the basis of the following award method, which serves to identify the most economically advantageous tender: best price-quality ratio method.

The ranking formula to calculate the final score is specified in the Section 4.4. The formula sets a weighting between quality and price.

4.3.1. Quality award criteria

The technical tender shall be evaluated based on the following quality award criteria, producing a *Total Quality Score* out of 100 points:

Quality Award Criteria (Q)		Sub-weighting	Minimum pass score	Maximum points	Supporting documentation/information to be provided in the Technical Proposal
(1)	Quality of the proposed furniture (i) Degree of compliance with the minimum requirements for each item in relation to technical/functional characteristic and ergonomics	40	37,5	75	Detailed description for each furniture item which supports their compliance with the sub points (i), (ii), (iii) and (iv).

Quality Award Criteria (Q)		Sub-weighting	Minimum pass score	Maximum points	Supporting documentation/information to be provided in the Technical Proposal
	(ii) Level of compliance with the service requirements for each items in relation to the following aspects: regulations, design and safety.	25			
	(iii) Packaging: recyclable or recycled materials (e.g. cardboard, plastic, paper, etc.)	5			
	(iv) Furniture made with recycled material or recycling material	5			
(2)	Quality of the warranty extension (i) 3 years of extra warranty (ii) 2 years of extra warranty (iii) 1 years of extra warranty	15 10,5 7,5	7,5	15	Description about what it is included into the warranty extension.
(3)	Quality of the proposal for maintenance and related services		5	10	Description about the maintenance procedures during the life cycle of each furniture item.
Total			50	100	

Tenders scoring less than 50% of the overall *Total Quality Score* will be excluded from the rest of the evaluation procedure.

4.3.2. Price award criterion

The financial tender will be evaluated based on the Price. The Price shall be the Final Scenario Price inserted in the Financial Tender Form (Annex 1 for Lot 1 and Annex 2 for Lot 2). The Final Scenario Price is based on the prices offered by the tenderer.

Please note that:

- All prices must be quoted inclusive of all costs and expenses directly and indirectly connected with the goods to be supplied to BEREC Office premises such as delivery, shipment, transport, packing, unpacking, installation, assembly, mounting and all ancillary costs such as insurance costs.

BEREC Office will not pay extra travel time, travel costs, accommodation, meals, allowance, insurance, tax, social or medical contributions or any other costs related to the service performance.

- The financial tender shall exclude all duties, taxes and other charges (including VAT). BEREC Office is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol 7 on the Privileges and Immunities of the European Union (OJEU 9 May 2008 C115/266).

- All prices must be quoted in Euro (free of all duties and taxes, in particular VAT), and where necessary, using the conversion rates published in the C series of the Official Journal of the European Union on the day when the offer is issued. This info is also available on the website of the European Central Bank at the following URL: <https://ec.europa.eu/budget/graphs/inforeuro.html>.

- The financial tender should be completely unambiguous and will be disqualified if it contains any statements preventing an accurate and complete comparison of the tenders (such as "To be discussed", "Depending on x", etc.) or referring to external circumstances (such as an already existing but separate contract).

- By submitting this tender, the tenderers confirm that, on the one hand, the financial tender complies with the national legislation of the country in which the services are to be carried out in respect of the remuneration of the staff, contribution to the social security scheme and compliance with occupational safety and health standard and, on the other hand, the proposed price(s) include all the costs arising from the technical aspects of the tender.

Financial Evaluation:

The financial score will be calculated by applying the following formula:

$$\text{Financial score} = \frac{\text{Lowest Total Scenario Price}}{\text{Total Scenario Price of the tender X being evaluated}} * 40$$

4.4. Ranking of tenders

Ranking of tenderers shall be made based on the scores obtained by applying the following formula:

Score of tender X	=	Cheapest Price	*	100	*	Price weighting (in 40%)	+	Total Quality Score (out of 100) for all award criteria of tender X	*	Quality criteria weighting (in 60%)
		Price of tender X								

The tenders shall be ranked from highest to lowest score.