



Pristina, 12/04/2012

Subject: Minutes of Information Meeting

Ref: EuropeAid/132448/D/SUP/XK/supply of spare parts and maintenance of vehicles (PROC/339/12)

Please find below the minutes of the information meeting related to the Supply tender for ‘spare parts and maintenance of vehicles’ that was held on 12 April 2012 from 10:00hrs to 10:30hrs, at EULEX Procurement Section, Main Warehouse Compound (conference room).

The information meeting started at 10:00hrs with the representatives of five companies.

EULEX Procurement Section opened the meeting and reminded about procedural rules for the submission of the offers and clarified the Instructions to Tenderers (ITT). The main administrative issues raised are addressed in the Instructions to Tenderers (IIT), and are copied below for ease of reference:

1. Timetable.

	Date	TIME (Kosovo Time)
Deadline for request for any additional information from the Contracting Authority	24 April 2012	18:00
Last date on which additional information are issued by the Contracting Authority	4 May 2012	18:00
Deadline for submission of tenders	15 May 2012	15:00
Tender opening session	15 May 2012	15:30



2. Content of tenders

Part 11.2 of the ITT stipulate the following requirement to be included in the tenderers' offer:

- An electronic version of the financial offer.

Corrigendum No. 1 to the Tender Dossier stipulates the following requirement to be included in the tenderers' offer:

- For lots 1 and 2 and 3 and 4: the **manufacturer's price list** in force at the time of the submission of the offer (*in electronic format*).
- Whereas, for lots 5 and 6: the manufacturer's price list or OEM (Original Equipment Manufacturer) in force at the time of the submission of the offer (in electronic format).

3. Evaluation of tenders:

The examination of administrative, technical and financial conformity of tenders will be conducted in line with Part 20 of the ITT.

Information on Technically related questions:

No.	Question	Answer
1	<p>Being aware that there is no unique manufacturer's pricelist available, which kind of pricelist should be used as the basis for the tenderers to offer their discount.</p> <p>Could the Contracting Authority please provide a description of the items to be included in the pricelist or decide upon the manufacturer's pricelist to be taken into consideration in order for the tenderers to offer their discount such as: Regional, National or European Manufacturer's Pricelist.</p>	<p>The quantity and the chassis number of the vehicles are available in Annex II – Technical Specifications of the Tender Dossier.</p> <p>Genuine Spare Parts on the Manufacturer's Price List must comply with the concerning vehicle chassis numbers.</p> <p>The Nissan manufacturer's price list to be applied is the general overseas market pricelist</p>

2	<p>It has come to our attention that in new tender document and procurement notice published recently, there is no information about vehicles still covered under new vehicle warranty and/or the need to continue with this warranty in future.</p> <p>According to information's we have, in today's date there are 501 vehicles still covered under new vehicle warranty of which 312 Nissan Patrol and 189 Nissan Pathfinder.</p> <p>Please confirm if these vehicles are still to be covered by new vehicle warranty by the successful tenderer.</p>	<p>The subject of this contract is the supply of spare parts and in this regard, all spare parts are to be covered by a warranty, as per the warranty requirements stipulated in Part 11.3 of the Tender Dossier.</p>
3	<p>Annex II - Technical Specifications of the Tender Dossier refers to two types of Nissan Pathfinders whereas the spare parts for these two types vary.</p> <p>In addition to the chassis number of the old Nissan Pathfinders indicated in the technical specifications, could the Contracting Authority provide the chassis numbers for the new Nissan pathfinders.</p>	<p>Please see Corrigendum 1.</p>
4	<p>Does the pick-up and drop-off of the vehicles include other regions or Transport HQ in Pristina only?</p>	<p>The pick-up and drop-off of the vehicles applies to Transport Headquarters (HQ) in Pristina only, as indicated in Part 3, 4 and 5 - Sequence of Events and Description of Ancillary Services - of Annex II – Technical Specifications.</p>

5	What percentage of the supply of spare parts would the contracting authority order besides the labor?	<p>There is no estimation of the spare parts to be ordered during the contract implementation.</p> <p>In addition, tenderers are reminded that this is a framework contract (Part 5 of the ITT): <i>“The quantities estimated and specified in ANNEX II +III are only indicative quantities and do NOT compel the contracting authority to buy any of them. The contracting authority may at its own discretion purchase fewer or more quantities than the estimated quantities per item...”</i></p>
6	Shall the tenderers include the price per oil and lubricants necessary for the installation of a spare part?	The cost of the oil and lubricants shall NOT be mentioned as a cost in the financial offer.

Tenderers having participated in the meeting were informed that answers to their technical questions would be provided at a later stage by means of publication on the following websites:

EuropeAid at: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&PubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=132448>; and

EULEX at: <http://www.eulex-kosovo.eu/en/tenders/100-spare-parts.php>.

Tenderers are invited to monitor the two above mentioned websites, where answers to their technical questions and additional information will soon be provided, including the publication of corrigendum.

The information meeting was completed at 10:30 hrs

End of Text.