



Vilnius, 17.11.2015  
EIGE/VL/IZ D/2015/ 822

**Tender:** EIGE/2015/ADM/21  
Provision of office cleaning services for the eu house in vilnius

**Subject:** Answers to requests for clarifications regarding the Tender

From a potential tenderer we received questions that might be of general interest. Please find herewith the answers to these questions.

Procurement  
EIGE

## EIGE/2015/ADM/21. Questions & Answers Nr 2

### Question 1:

Norėjome pasitikslinti dėl pirkimo dokumentų pateikimo, mes turime pateikti vieną originalą ir dvi kopijas. Tai iš viso turi būti pateikti trys vokai, kuriuose yra dar po du vokus su dokumentais, taip?

### Answer 1:

Yes, tenders requested to submit in triplicate (3) (one original and two copies) in one of the official languages of the European Union.

Tenders must be placed inside two sealed envelopes. The outer envelope, should bear the address and mention of the procurement procedure. The inner envelope should be marked as follows:

**Invitation to tender EIGE/2015/ADM/21  
NOT TO BE OPENED BY THE SECRETARIAT/ADMINISTRATION**

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The inner envelope must also contain two sealed envelopes, one containing the technical proposal and all other sections requested in the tender specifications except the financial proposal, and the other containing the financial bid. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").