



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Vilnius, 15. 11. 2012
EIGE/VL/lz D/2012/ 670

Tender: EIGE/2012/ADM/29
Provision of Office cleaning services for the EU House in Vilnius

Subject: Answer to request for clarification regarding the Tender

Dear Madam/Sir,

From a potential tenderer we received a question that might be of general interest.
Please find herewith the answer to this question.

Yours faithfully,

Procurement
EIGE

EIGE/2012/ADM/29. Questions & Answers Nr 1

Question 1:

At invitation to tender in paragraph 2 is referred to provide a tender in triplicate (original and two copies). In paragraph 4 is referred how to provide a tender, it means that we have to provide three envelopes of tender?

Answer 1:

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/2012/ADM/29
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").