

Supply of Laptop Computers
Tender Dossier, Reference No.: NDICI-GEO-NEAR-401
Request for Clarifications and Responses
Issued on May 2, 2024

No	Question	Clarification
1	For the tender mentioned on subject kindly inform which kind of keyboard is required. Qwerty keyboard or another one?	QWERTY English keyboard is required for the laptops, with the American English layout (US-International Keyboard).
2	In the ANNEX V, you mentioned the following: 'Subject: Guarantee No <insert number>'. What does 'Guarantee No' refer to? What information should be included in this section?	Model performance guarantee, included in the tender dossier is for the <u>awarded supplier</u> to submit contracting authority Contract Performance Guarantee.
3	In the warranty conditions for the goods, it is stated that in the event of finding a factory defect, the issue must be resolved within 30 days. However, if replacing a part of the product requires subscription and importing it from another country, a 30-day timeframe seems impractical. Would it be possible to adjust this term?	Warranty obligations included in the special conditions of the contract are industry standard. Any out of the ordinary issues raised during the contract implementation will be resolved between the contracting authority and the contractor amicably.
4	The information specified in clause 11.3 of the General Conditions is as follows: „If the performance guarantee is to be provided in the form of a bank guarantee, a banker's draft, a certified cheque or a bond, it shall be issued by a bank or bonding and/or insurance company approved by the contracting authority.“ What type and content of document should be submitted for the guarantee mentioned?	Model performance guarantee, included in the tender dossier is for the <u>awarded supplier</u> to submit contracting authority Contract Performance Guarantee. <u>Please note, that submission of this document is required from the awarded supplier.</u>
5	Please clarify which documents are required to be submitted at the first stage. Could you please provide us with a list of the necessary documents needed for participation and consideration?	Please refer to Instructions to Tenderers, Paragraph 11. Content of tenders for detailed instructions.
6	What information should be entered in the four table of the „Tender Form“? It's a bit unclear. Does it refer to the number of employees, or does it involve other content?	<u>Tender form for a supply contract</u> – entire form shall be filled out according to the instruction provided in the file, along with the relevant attachments as necessary.

7	The tables in the “Tender Form” are duplicated, with Financial turnover and Personnel appearing twice. Should we fill in both tables, or are there any differences between them? Please clarify the information regarding the duplicated tables.	Second table shall be filled out by a consortium member (if applicable). Please follow instruction when filling out the form.
8	Regarding the currency for submitting the proposal, conflicting information is provided in different documents. Could you please specify whether we should submit the offer in EUR or GEL?	<u>Tenders must be presented in GEL.</u> However, in tender forms, various types of historic financial information shall be submitted in EUR.
9	Please clarify the file submission format. Should we fill in the information directly in the files you provided and send them back to you in Word format, or should we extract the tables to be filled in from the Word file and submit them in PDF format?	Please submit your tenders in PDF format.