



## **Contract Award Committee (CAC) Report**

**Date of Meeting:** 04 08:30 Apr 14

**Subject/Purpose:** Review Of Data/Financial Proposals and Clarifications Received Concerning the Compatible Ink & Toner Supplies Contract (G8-14-02) & the Contract Award Decision.

### **1. Introduction**

a The Contract Award Committee (CAC) held a meeting on 04 08:30 Apr 14 in FINCON's office in order to review the bids (financial offers) and clarifications received from companies concerning the Compatible Ink & Toner Supplies Contract (G8-14-02) and proceed with a Contract Award Decision.

b. Following a market research, an Invitation For Bidding was sent (via e-mail) to the following companies:

- 1/ DOMI
- 2/ PRAXI
- 3/ TONER HELLAS
- 4/ PLANET INK
- 5/ INK SYSTEMS
- 6/ EKKENTRO
- 7/ INTERSYSTEMS
- 8/ 123 REFILLS
- 9/ GREENTONER SHOP
- 10/ THE WORLD OF INK
- 11/ REFILL EXPRESS
- 12/ PSOMIADOU E.
- 13/ ONE POINT

c. Also an official announcement was uploaded to the site of NRDC-GR.

d. Out of all the above stated companies bid proposals were received only from the following ones:

- 1/ PSOMIADOU ELENI
- 2/ DOMI
- 3/ PRAXIS

## **2. Detailed Evaluation**

The bidding financial offers received are summarized in ANNEX 'A'. The ACO Form 14 is also attached.

### **a. Evaluation Strategy**

The evaluation was focused on the information provided by the bidders, under the scope of cost/price, keeping in mind the most financially profitable solution for NRDC-GR. Bids were evaluated under the factor of lower price, implementing on evaluation formula.

### **b. Price Analysis**

The bidding data/proposals received are summarized in ANNEX "A". CAC analyzed the above data and firm "PRAXI" had the most financially advantageous offer.

### **c. Technical Specifications.**

After the review of bidders' clarifications all firms were mach the minimum specifications given as IFB G8-14-02 Special Provisions and Technical Specifications.

### **d. Compliance and Eligibility.**

All firms were in compliance with subject clauses of IFB G8-14-02 Bidding Instructions except from "DOMI", which did not provide prices for thirty one items. Therefore could not be evaluated and according to paragraph 10 of the bidding instructions is not considered for award.

## **3. Recommendation**

It is recommended to award the contract on the firm "PRAXI", which has overall proposed the most benefit solution to NRDC-GR.

## **4. CAC Decision**

The CAC unanimously decided to award the contract regarding IFB G8-14-02 to the firm "PRAXI".

The undersigned approved the recommendation.