



Contract Award Committee (CAC) Report

Date of Meeting: 20 12:00 Jan 15

Subject/Purpose: Review Of Data/Financial Proposals Received Concerning the Stationary & Office Supplies Contract (G8-14-10) & the Contract Award Decision.

1. Introduction

a The Contract Award Committee (CAC) held a meeting on 20 12:00 Jan 15 in P&C Office (building "C") in order to review the bids (financial offers) received from companies concerning the Stationary & Office Supplies Contract (G8-14-10) 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/ ETIROL
- 2/ SMART COLOR
- 3/ TSITIRIDIS
- 4/ MPODITSIS A.
- 5/ MALLIARIS
- 6/ S. MAKRI SONS
- 7/ PSOMIADOU E.
- 8/ BARBOUNAKIS
- 9/ XERAS
- 10/ GRAFI
- 11/ SALKO
- 12/ DOMI
- 13/ SMART OFFICE
- 14/ SUBLIME
- 15/ IANOS
- 16/ KYBOS
- 17/ OFFICEMALL SOLUTIONS
- 18/ HARTORAMA
- 19/ XARTOFOLIA

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

e. Although an extension of the bidding closing date was given due to limited bid submission and low demonstration of interest, up to 09 12:00 Jan 15, no new bids were received.

f. Firm "Psomiadou K. Eleni" withdrew its bid proposal at 11:00, 07 Jan 2015 and submitted a new one at 12:20, on 07th Jan 2015.

g. The comparison of the prices given, by the two bidding companies for the below three items of Price proposal list (Enclosure 3 in G8-14-10_Part I), noted a great difference between them.

- 1) S/N: 77 - Filling folders base
- 2) S/N: 84 – White board (Year Planner)
- 3) S/N: 106 – Pouncer machine for plastic cards

A full and detailed description with technical specifications for each of the above three items, was requested from the companies, in order to clarify whether or not are the correct items, which had been asked through the bidding process. The two firms responded inside the given time limit, and sent the requested clarifications.

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, keeping in mind the most financially profitable solution for NRDC-GR. Bids were evaluated under the factor of lower price, implementing an evaluation formula.

b. Price Analysis

The bidding data/proposals received are summarized in ANNEX "A". CAC analyzed the clarifications was sent by the two firms, regarding items, s/n: 77, 84, 106, and decided that both of the companies offered the correct, same specification, items. Thereafter reviewing and analyzing all the above bidding data/proposals, firm "Psomiadou K. Eleni" had the most financially advantageous offer.

c. Technical Specifications.

All firms matched the minimum specifications given as IFB G8-14-10 Special Provisions and Technical Specifications.

d. Compliance and Eligibility.

All firms were in compliance with subject clauses of IFB G8-14-10 Bidding Instructions.

3. Recommendation

Regarding the information stated above, it is recommended to award the contract on the bid submitted by ‘Psomiadou K. Eleni’, which has overall proposed the most benefit solution to NRDC-GR.

4. CAC Decision

The CAC unanimously decided to award the contract regarding IFB G8-14-10 to the firm “Psomiadou K. Eleni”.

The undersigned approved the Recommendation.

Contract Awards Committee	Name	Date	Signature
Chairman		20 Jan 15	
Member		20 Jan 15	
Technical Member		20 Jan 15	
Secretary		20 Jan 15	