

OP160735RFP – STORAGE SERVICES

Questions & Answers

Q1: Should the material of the tubes be specific? For example should it be carton or plastic? Or we can use either?

A1: The tubes shall be carton.

Q2: Out of experience of Logistics Dpt of OPAP what are the specifications for the boxes, besides the size?

A2: The mixed boxes that have to be provided from the contractor shall be “B type (3mm)” or “C type (4mm)” and in general boxes that are able to bear up to 20 kg.

Q3: Is there an estimated quantity for the boxes and tubes needed yearly?

A3: As it is referred in the «Table of financial offer». The annual estimated quantity is 18.000 boxes. The estimated need of tubes according to current needs, is approximately 300/month. Reference quantities are given strictly for the evaluation of financial offers. Actual quantities will certainly vary.

Q4: Should we submit any of the supporting documents in hard copy?

A4: All supporting documents must be in electronic form except of the Participation Bond that must be in the original paper form.

Q5: Please describe what bulky materials are and provide more information (description, weight, dimensions) and estimated quantity.

A5: The term bulky materials are used for products that cannot fit on a euro pallet (e.g. furniture).

Q6: Please provide the Average units / bundles per mixed case

A6: The units per mixed box can vary from 1 up to 20 types of materials. The usual quantity is 8 types. Actual quantities will certainly vary.

Additional clarifications regarding mixed boxes and tubes production:

For the production of mixed boxes and/or tubes, the contractor shall use bundles (for slips), blocks (for result tables) and/or pieces (for posters or other materials).

Q7: What is the average pallet height?

A7: The current average pallet height is about 1.70m.

Q8: What is the percentage of euro pallets?

A8: All contracted suppliers deliver only on euro pallets.

Q9: Please provide annually Number of boxes / tubes needed

- a. 43.5cm x 38cm x 20cm.
- b. 80cm x 18.5cm x 18.5cm.

A9. Refer to answer 3

Q10: Is a back to back charge of consumables bubbles, tubes and cartons acceptable?

A10: No, all consumables that are necessary for packing mixed boxes and/or pallets (bubble wrap, stretch film, boxes, tubes, duct tapes, labels etc.) shall be provided by the contractor, as it is clearly mentioned in the RFP.

Q11: Estimate number of unique orders that supposed to execute per year.

A11: Every week of the year we distribute materials to all 463 central agents.

Q12: On page 12, paragraph 3 from Annex B, is been mentioned that pallets and boxes will be loaded on cooperating trucks of OPAP SA. Trucks will come to our premises or should be transported to each transport companies according to destination?

A12: All loading and unloading shall be conducted to your premises.

Q13: The table of mainly stored materials, (ANNEX A, page 11 in tender) contains the different SKUs (distinct item codes) of your materials?

A13: Yes in the table contains the current main stored materials. Moreover every item type has a unique 6 digit OPAP code that is used for handling and orders.

Q14: Generally the received pallet is unmixed (It consists of a unique code)? (We refer to **7.000 Pallet IN** in the table of financial table)

Otherwise there is a statistic about mixed/unmixed received pallets?

We have the same question for the **6.800 Pallet OUT** in the same table.

A14: You will receive and export unmixed pallets, except in case of mixed boxes and box out that have to be exported palletized (mixed pallets).

Q15: The received boxed (**Boxes IN**) are unmixed?

A15: The Box In is referred to unmixed boxes

Q16: We have awared that the Boxes **OUT 30.000** (in the Table of financial offer) are Unmixed boxes (consist of one item code and are picked as boxes). Is this correct?

(While the **18.000** boxes in the next line are mixed)

A16: This is correct.

Q17: Your orders, how many different item codes (as order lines) contain?

(We mean on **average** in typical orders).

A17: According to current needs we have 4-10 different codes and once or twice a month up to 50 codes.

Q18: The certifications **ISO 27001** and **OHSAS 18001** are prerequisites to our participation in the Tender procedure?

(This is stated in the paragraph 8.1.2 bullet 2.c)

A18: No, the certifications are not prerequisites. Submission of certifications will be taken into consideration.

Q19: In ANNEX B, paragraph number 3 refers:

"The accompanying documents shall be issued and copies shall be sent to Logistics Dpt of OPAP S.A. within the same day".

The copies of the documents will be in electronic form like scanned pdf document?

A19: We shall receive the copies within the same day in electronic format, as well as the hardcopies once or twice every week.

Q20: In the paragraph number 7 in ANNEX B, you say:

"The storage of bulky materials (slightly bigger than a euro pallet". **How many pallets** are the bulky materials?

A20: Bulky materials cannot be calculated in pallets (e.g. furniture).

Q21: Which are the **average** and the **max height** of the bulky materials pallets?

A21: Bulky materials are not stacked on pallets and their height/length may be up to 4,5m.

Q22: In page 6 at 8.1.2 paragraph you ask you for a "Supplier Registration Form"

You mean an application to participate or something else?

A22: You can find the "Supplier Registration Form" in OPAP site as follows:

- In Greek language : http://www.opap.gr/el/web/corporate.opap.gr/138/-/journal_content/56_INSTANCE_Sd5c/11503/5437837/12519
- In English language : http://www.opap.gr/en/web/corporate.opap.gr/138/-/journal_content/56_INSTANCE_Sd5c/11503/5437837/12519