
STATEMENT OF WORK

REF. NO. 450

ANNEX 4

OFFICE - AND CONFERENCE FURNITURE AND COMPLEMENTS

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1. INTRODUCTION

The European Spallation Source ERIC (ESS) is located in Lund, Sweden, with its main office buildings being in operation since 2021. The data centre office in Copenhagen will move into new premises in 2024 which might need to be fully furnished.

2. DESCRIPTION OF THE SCOPE

The frame work agreement contains two sections; LOT 1 for office furniture and complements and LOT 2 for conference room furniture.

Several work stations are going to be replaced during the coming years and our ambition is to harmonise all office environments, hence the furniture and complements for this tender shall match the existing interior, quality and functionality.

This situation demands a high degree of flexibility and availability for the supply of office and conference room furniture. It is impossible to define exact quantities to be supplied and fixed dates when the products are needed, hence ESS opts for establishing this framework agreement that shall guarantee a suitable service and supply in order to address changing needs of the project.

This framework agreement concerns the supply of office- and conference furniture and complements, including temporary storage, packaging, delivery, unloading, transportation, installation (to designated place by ESS), assembly and disassembly, demonstration of use, documentation, removal and recycling of packaging materials, service, support and warranty.

2.1. Deliverables

2.1.1. Goods

The products available under this framework agreement shall include, without limitation, typical furniture, accessories and complements used in offices and conference rooms for the purpose of office work.

ESS product requirements are presented in this document based on typical use cases. In relation to requirements presented in this document, the Appendix 1- Product proposal, shall be filled in accordingly for the lot the supplier is submitting an offer for.

LOT 1 – Office furniture

Use case 1: workplace single office			
Ref.	Description	Dimensions (mm)	Qty.
1	Personal workstation, inverted "T" shape legs with levellers and structural crossbeam beneath desktop, electronic height adjustable system, birch veneer top with a central cut out cable slot	1800x800 (L x W)	1
2	Cable tray for personal workstation, mounted under the desk	-	1
3	Bookshelf base unit, two doors and drawer, birch veneer , same lock for doors and drawer, two keys	800x400x1000 (W x D x H)	2
4	Bookshelf top unit, two units high, open shelves, birch veneer	800x400x800 (W x D x H)	2
5	Round table, 2 positions, central foot, birch veneer top	Diameter 700/ H=720	1
6	4-leg chair, metallic frame without armrests, seat and backrest upholstered , stackable	-	2
7	Ergonomic swivel chair, 5 star base with anti-skid castors, synchro mechanisms, back-rest knee-tilt system, gas lift height adjustable, sliding seat system, lumbar adjustment, seat and backrest upholstered , 3D adjustable armrests and headrest finished in leather	-	1

Use case 2: workplace double office			
Ref.	Description	Dimensions (mm)	Qty.
8	Personal workstation, inverted "T" shape legs with levellers and structural crossbeam beneath desktop, electronic height adjustable system, birch veneer top with a central cut out cable slot	1600x800 (L x W)	2
9	Cable tray for personal workstation, mounted under the desk	-	2
10	Mounted Screen including clamp fitting elements, finished in fabric, acoustic	1600x30x650 (W x D x H)	2
11	Mounted Screen including clamp fitting elements, finished in fabric, acoustic	800x30x650 (W x D x H)	2
12	Bookshelf base unit, two doors and drawer, birch veneer , same lock for doors and drawer, two keys	800x400x1000 (W x D x H)	2
13	Pen organiser/compartments for base unit drawer	-	2
14	Bookshelf top unit, two unit high, open shelves, birch veneer	800x400x800 (W x D x H)	2
15	Ergonomic swivel chair, 5 star base with anti-skid castors, synchro mechanisms, back-rest knee-tilt system, gas lift height adjustable, sliding seat system, lumbar adjustment, seat and backrest upholstered , 3D adjustable armrests and headrest finished in leather	-	2

Use case 3: open landscape "office square" – 6 work stations			
Ref.	Description	Dimensions (mm)	Qty.
16	Personal workstation, inverted "T" shape legs with levellers and structural crossbeam beneath desktop, electronic height adjustable system, birch laminate top with a central cut out cable slot	1400x800 (L x W)	6
17	Cable tray for personal workstation, mounted under the desk	-	6
18	Mounted Screen including clamp fitting elements, finished in fabric, acoustic . 550 mm screen above desk	1400x30x650 (W x D x H)	6
19	Mounted Screen including clamp fitting elements, finished in fabric, acoustic . 550 mm screen above desk	800x30x650 (W x D x H)	6
20	Tall pedestal, left side accessible, 3 shelves, with lock and two keys, birch veneer	400x800x1250 (W x D x H)	3
21	Tall pedestal, right side accessible, 3 shelves, with lock and two keys, birch veneer	400x800x1250 (W x D x H)	3
22	Ergonomic swivel chair, 5 star base with anti-skid castors, synchro mechanisms, back-rest knee-tilt system, gas lift height adjustable, sliding seat system, lumbar adjustment, seat and backrest upholstered , 3D adjustable armrests and headrest finished in leather	-	6
23	Drawer module, for inside fitting into the tall pedestals (1 shelf space), with lock and two keys, birch veneer	Fitting into shelf space in the tall pedestal	6

Use case 4: hot desk			
Ref.	Description	Dimensions (mm)	Qty.
24	Personal workstation, inverted "T" shape legs with levellers and structural crossbeam beneath desktop, electronic height adjustable system, birch veneer top with a central cut out cable slot	1200x800 (L x W)	1
25	Cable tray for personal workstation, mounted under the desk	-	1
26	Mounted Screen including clamp fitting elements, finished in fabric, acoustic . 550 mm screen above desk	1200x30x650 (W x D x H)	1
27	Mounted Screen including clamp fitting elements, finished in fabric, acoustic . 550 mm screen above desk	800x30x650 (W x D x H)	2
28	Ergonomic swivel chair, 5 star base with anti-skid castors, synchro mechanisms, back-rest knee-tilt system, gas lift height adjustable, sliding seat system, lumbar adjustment, seat and backrest upholstered , 3D adjustable armrests in plastic	-	1

Use case 5: open landscape – 4 work stations			
Ref.	Description	Dimensions (mm)	Qty.
29	Personal workstation, inverted "T" shape legs with levellers and structural crossbeam beneath desktop, electronic height adjustable system, birch veneer top with a central cut out cable slot	1600x800 (L x W)	4
30	Cable tray for personal workstation, mounted under the desk	-	4
31	Mounted Screen including clamp fitting elements, finished in fabric, acoustic . 550 mm screen above desk	1600x30x650 (W x D x H)	4
32	Mounted Screen including clamp fitting elements, finished in fabric, acoustic . 550 mm screen above desk	800x30x650 (W x D x H)	4
33	Tall pedestal, two side accessible, 3 shelves, with lock and two keys, birch veneer	400x800x1250 (W x D x H)	2
34	Drawer module, for inside fitting into the tall pedestals (1 shelf space), with lock and two keys, birch veneer	Fitting into shelf space in the tall pedestal	4
35	Bookshelf base unit, two doors and drawer, birch veneer , same lock for doors and drawer, two keys	800x400x1000 (W x D x H)	4
36	Bookshelf top unit, one unit high, open shelves, birch veneer .	800x400x800 (W x D x H)	2
37	Ergonomic swivel chair, 5 star base with anti-skid castors, synchro mechanisms, back-rest knee-tilt system, gas lift height adjustable, sliding seat system, lumbar adjustment, seat and backrest upholstered , 3D adjustable armrests in plastic and headrest finished in leather	-	4

LOT 2 – Conference room furniture

Use case 6: conference room 12 positions			
Ref.	Description	Dimensions (mm)	Qty.
38	Boat shaped table, 12 positions, central feet with structural support beams, birch veneer top with electrification	3600x1200/800 (L x W)	1
39	Meeting room chair, metallic frame with armrests, seat and backrest upholstered , on wheels and hight adjustable	-	12

Use case 7: conference room 40 positions			
Ref.	Description	Dimensions (mm)	Qty.
40	Foldable table, on wheels with brakes, white laminate	1400x600 (L x W)	30
41	4-leg chair, metallic frame with armrests, seat and backrest upholstered , stackable	-	40
42	4-leg chair, metallic frame, seat and backrest upholstered , stackable	-	20
43	Transport/storage solution on wheels, for all of the stackable chairs without armrest	-	

Use case 8: discussion corner/room – high table			
Ref.	Description	Dimensions (mm)	Qty.
44	High table, central feet, white laminate	700x700x1100 (L x W x H)	1
45	High bar chair, with backrest, seat and backrest in black plastic	-	2
46	Wall mounted sound absorbing panel in fabric	600x600 (L x W)	6

2.1.2. *Product specifications*

General specifications for all furniture are:

1. **Design:** All items included in this agreement must match the designs, styles and laminates/veneer/fabrics of existing ESS furniture.
2. **Design exceptions:** Where new products can't match existing furniture an equivalent option must be presented.

General specifications for table tops are:

1. **Laminate:** Made of particleboard with hardened melamine laminate with a thickness of minimum 19 mm overlaid with PVC edges with a thickness of 2 mm (the edges are milled and rounded).
2. **Wood veneer:** Made of metal-laminated MDF (Medium Density Fiberboard) with a thickness of minimum 19 mm with solid 3 mm-thick edge.

General specifications for table frames are:

1. **Steel frames:** Epoxy lacquered cold rolled steel tubes of 2 mm thickness wall finished in black, silver and/or white colour.
2. **Height Adjustment System:** Two motor in-line columns electronic height adjustment system including a minimum height adjustability range from 600 mm high to 1150 mm high. Low level noise motor with a speed level above 30 mm/s and thrust capacity above 650 N.

General specifications for storage furniture are:

1. **Structure:** Made of birch laminate or veneer with a thickness of 19 mm and same characteristics as indicated above for table tops.
2. **Shelves:** Made of birch laminate or veneer with a thickness of 19 mm and same characteristics as indicated above for table tops. Shelf adjustment shall be possible every 16 mm with metallic holders.
3. **Fittings and Leveling:** High quality chest, hinges, locks and leveling systems shall be included with cupboards and pedestals.

General specifications for screens are:

1. **Frame:** Made of a composition of materials allowing for acoustic absorption. Sound absorbing capacity shall be provided within the technical proposals.
2. **Finishes:** Easy to clean upholstery.
3. **Fittings and Support Elements:** Shall be metallic providing stability to screens and groups of screens.

General specifications for seating are provided for each particular product in the tables described in section 2.1.1.

Tenderers shall indicate available colours according to the specifications for the following finishes:

1. Laminates,
2. Wood veneer,
3. Fabric,
4. Plastic.

2.1.3. Services

The services available under this framework agreement shall include associated activities with the supply of furniture, accessories and office complements used in offices and laboratories for the purpose of office work. These services shall comprehend:

1. Packaging of goods,
2. Shipping of goods,
3. Unloading of goods,
4. Transportation of goods,
5. Installation of goods at the designated place by ESS, including assembly and disassembly as appropriate,
6. Demonstration of use,
7. Removal and recycling of packaging materials,
8. Service and warranty.

These services shall be included within the price offer for the products described in section 2.1.1. These services shall not be quoted independently and will only be required in connection with purchase orders for the products available under the framework agreement.

2.1.3.1. Temporary Storage

Temporary storage of products purchased under this framework agreement shall be included in the offer. Products in temporary storage shall be considered as non-delivered products. Hence the supplier is fully responsible for keeping the products duly insured and in perfect state for later use following ESS delivery order.

The financial proposal for temporary storage shall be presented based on product unit per day of temporary storage, these being:

1. Product unit shall be understood as a main product plus accessories/complements. For example, but not limited to:
 - a. Workstation + cable tray = 1 product unit,
 - b. Storage unit + pen organiser/compartment = 1 product unit,
 - c. Tall pedestal + drawer unit for tall pedestal = 1 product unit.
2. A day of temporary storage shall be understood as 24 hours.

2.1.4. Support

The support available under this framework agreement shall include professional advice for office furniture furnishing with regards products choice, office space distribution and design, ergonomic solutions, etc.

These activities shall be included within the price offer for the products described in section 2.1.1. These services shall not be quoted independently and will only be required in connection with purchase orders for the products available under the framework agreement.

2.1.5. Documentation

All products delivered under this framework agreement shall include a product manual with clear instructions for correct use and maintenance.

2.2. Duration of the framework agreement

The duration of this framework agreement is 1 year and including 4 possible prolongations of 1 year each (up to a total of 5 years).

It is expected to implement a regular purchasing and delivery of products during the whole duration of the framework agreement. It is impossible to determine the actual needs for each of the 5 years. Purchasing and delivery of products will be responding to ESS needs during the validity of the framework agreement.

3. EXECUTION OF CONTRACT

This framework agreement will be executed via purchase orders as specified in section 3 of the framework agreement.

Requests to deliver products from temporary storage will be executed via work orders issued by email.

3.1. Responsibilities

3.1.1. ESS Responsibilities

ESS will place purchase orders by email.

3.1.2. Supplier Responsibilities

Supplier will confirm purchase orders by email and include an estimated delivery date.

4. REQUIREMENTS FOR THE PRESENTATION OF THE OFFER

Tenderers shall present their offers based on all typical use cases described in section 2.1.1 Goods. These prices for the products shall be inclusive of all services, support activities and documentation described in sections 2.1.3, 2.1.4 and 2.1.5 with the exception of prices for temporary storage that shall be quoted separately for each item as described in section 2.1.3.1.

4.1. Supporting documentation to Technical Proposals

Tenderers shall provide the following supporting documentation within the offer:

1. Technical specifications of the products proposed,
2. Graphical images and/or brochures for the products proposed,
3. 3-D renderings of the furniture sets specified in section 2.1.1.

4.2. Product Mock-ups

Tenderers shall provide free of charge product mock-ups, with reference to the proposed products. Also note that ESS would like to see samples of laminate, for instance a 50x50cm piece, as no laminate furniture will be required in the mock-up. Samples of textiles and fabrics in the same price range which is offered, can also be displayed.

Mock-ups shall include delivery and installation of products within 5 working days upon ESS request. Delivery and installation of mock-ups will happen **during the evaluation of tenders** in a designated space/address in Lund.

The following product mock-ups shall be provided:

Product Reference (section 2.1.1)	Special remarks	Quantity
6 Four leg chair, metallic frame without armrests	Upholstered	1
7 Ergonomic swivel chair	n/a	1
20 Tall pedestal, left side accessible	n/a	1
29 Personal workstation	n/a	1
30 Cable tray	n/a	1
31 Mounted screen long side	n/a	1
32 Mounted screen short side	n/a	1
33 Tall pedestal, two side accessible	n/a	1
34 Drawer module	Lockable	1
35 Bookshelf base unit	n/a	1
36 Bookshelf top unit	n/a	1
38 Boat shaped table	n/a	1
39 Meeting room chair	Upholstered	1
40 Foldable table	n/a	1
41 Four leg chair, metallic frame with armrests	Upholstered	1
42 Four leg chair, metallic frame without armrests	Upholstered	1
45 High bar chair	Seat and backrest in plastic	1
46 Wall mounted sound absorbing panel	n/a	1

4.2.1. Indicative Mock-up time schedule

Date	
17/01/2024	Supplier delivery of Mock-up to designated space/address in Lund
18/01/2024	Mock-up inspection by ESS
19/01/2024	Mock-up pick-up by supplier

5. DELIVERY

This section describes specific requirements with regards to the delivery.

5.1. Delivery Address

Products purchased under this framework agreement shall be delivered to the following places:

1. City of Lund, Sweden. To designated addresses in purchase order.
2. City of Copenhagen, Denmark. To designated addresses in purchase order.

5.2. Incoterms

Products purchased under this framework agreement shall be delivered according to Incoterms 2010 DAP, including unloading and transportation to the designated addresses in the purchase order.

5.3. Delivery Instructions

5.3.1. Road Access for Deliveries

The supplier shall ensure that large deliveries shipped via dedicated lorries access the ESS site from road E22, exit 23/Gårdstånga.

5.3.2. Dispatch Advice and Delivery Notification

A dispatch advice and delivery notification, including the estimate date/time of delivery, shall be provided to ESS contract manager at least 48 hours prior to the actual dispatch and delivery.

5.3.3. Delivery Hours

Products purchased under this framework agreement shall be delivered between 9:00 and 16:00, Monday to Friday.

5.3.4. Packaging

Products purchased under this framework agreement shall be appropriately packed for transportation and temporary storage.

5.3.5. Waste Management

Waste resulting from the delivery and installation services of the products purchased under this framework agreement shall be removed and recycled by the supplier.

5.3.6. Building Access

Information about specific requirements regarding building access will be provided by ESS in purchase orders.

6. WORK AT ESS

The supplier shall refer to the information available in ESS [website](#) concerning applicable requirements for work to be performed at the ESS site/s.

7. WARRANTY

A warranty for at least two years shall be included in the offer.

8. APPENDIX

Appendix 1 – Product proposal

Appendix 2 – Environments at Campus - pictures