**Guidelines  
for drafting technical specifications for office furniture procurement in the field of external actions**

* The drafting of technical specifications for office furniture (chairs, tables and desks, storage compartments, safes, fireproof pieces of furniture, lockers, etc) must take into account the existing legislation in the partner country and especially the regulations in force concerning safety, hygiene, health and occupational medicine.
* To this purpose, there must be clearly identified:
* The definition of needs to be satisfied
* The core features of the furniture
* The specifications regarding the use of the furniture
* Any other specifications regarding the design or manufacture of the furniture
  + - * Defining the needs to be satisfied implies identifying the requirements to be met by the furniture:

**Example:**

For a safe, the core features could aim at:

1. Providing a resistance level (safety)

2. Providing the desired level of confidentiality (security)

3. Providing storage space

4. Adjusting to the operating environment and to the weather conditions

5. Protecting its content from fire damage

* The specifications must mainly take into account the following requirements:
* Safety: (physical: stability of the furniture; electrical: good cable isolation; choice of materials and products: fireproof, etc)
* Durability: (expected duration related to the foreseen use of the furniture)
* Ergonomics: (furniture usage in accordance with its operating environment and its functionality, facilitating installation or moving and meeting also certain aesthetic criteria)
* Quality: ( criterion to be determined taking into account the adjustment of the piece of furniture to its function, the maintenance, any necessary repairs, the ability to meet the requirements of hygiene, health, environment, sound-proofness)

**Example:**

For a safe, the core features could aim at:

**1. Providing a resistance level (safety)**

1.1 Safety of the locking system: safety of locks and of their environment

1.2 Safety of the structure: safety of the main structure, of the door, etc

1.3 The capacity of protecting the content from fire damages: fire-proofness

**2. Providing the required level of confidentiality (security)**

2.1 Ensuring the safety of the means of access to the content: resistance to unauthorised openings (e.g. lock picking), selection of mean of access, lock safety

2.2 Ensuring the safety of the structure: safety of the main structure, safety of the doors

**3. Providing storage space**

3.1 Storing of documents: possibility of keeping documents and materials, allowing storing/sorting and consultation of documents

3.2 Allowing usage by one or more persons: providing possibilities of selective access

3.3 User friendly

3.4 Adjustable to the operating environment: possibility of ground location, durability, being easy to use, aesthetic and stable.

3.5 Time endurance: reparable, cleanable, resistant to frequent usage and whether changes, etc

* The specifications regarding the use of the product must take into account the requirements regarding the operational and specific functions defined by the Contracting Authority, namely:
* The listing of functional criteria allowing to assess the product's capacity to fulfil each of its operational functions
* The performance attached to each criterion, by analysing its value, quantified eventually by tests, e.g.: resistance to shocks, to force, to intensive usage, to abrasion, according to the quantified values

**Example:**

For a safe, the core features could aim at:

**1. Providing a resistance level (safety)**

1.1 Safety of the locking system: safety of the locks and their environment

1.1.1 Resistance to forcing and drilling attempts, specific protection

1.2 Safety of the manufacturing: safety of the central structure, of the door, etc

1.2.1 Indeformability, rigidity, resistance of sidewalls, resistance to wrenching, to forced door opening, to shearing

1.3 The capacity of protecting the content from fire damages: fire-proofness

1.3.1 Fire proof walls, safe locks, resistance to dropping and resistance to building collapse

**2. Providing the required level of confidentiality (security).**

2.1. Ensuring the security of the means of access to the content: resistance to unauthorised openings, selection of mean of access, lock safety,

2.1.1 Safe lock resistant to lock picking, secret cipher, one key only, good locks, etc

2.2. Ensuring the security of the structure: security of the main structure, security of the doors

2.2.1 Level of deformability, access hindering

**3. Providing storage space**

3.1 Storing of documents: possibility of keeping documents and materials, allowing storing/sorting and consultation of documents

3.1.1 Test loads, functionality of the equipment, visibility

3.2 Allowing usage by one or more persons: providing possibilities of selective access

3.3 User friendly

3.3.1 Ergonomic locks, angle-shaped handles, keys, adjustable boxes

3.4 Adjustable to the operating environment: possibility of ground location, durability, being manageable, aesthetic and stable.

3.4.1. Flatness, harmony, colours, finishing, dimensions, load, stability, equilibrium, compatibility in terms of colour/finishing/dimensions with the furniture already in place

3.5 Time endurance: reparable, cleanable, resistant to frequent usage and whether changes, etc

3.5.1 Maintenance, quality of finishing, modularity of equipment, interchangeability

* The specifications regarding drafting and manufacturing, must take into account the requirements implying a result oriented obligation of the contractor.