



European Centre for the
Development of Vocational Training
Procurement Service

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“Security and Reception Services”

REQUEST FOR CLARIFICATION (1) – QUESTIONS AND ANSWERS

Question Nr. 1

Article 3.2 Technical and professional capacity

In order to prove the experience of the security guards as well as of the supervisors-guard controllers, do we have to enclose the relevant documents in the technical proposal or only in case of contract award?

Cedefop’s clarification to Question Nr. 1

As indicated in paragraph 3.2 “Technical and professional capacity” and more specifically under bullets 5 and 10, evidence of the experience of the security guards and of the supervisors-guard controllers must be given by means of relevant certificates and Curriculum Vitae provided with the submission of the candidate’s tender.

Question Nr. 2

Annex A: Financial Offer Form

In the table of “Security and Supervising Guard Fees” and specifically under “N^o person/hours per year”, there is the indication of “50 (all working hours irrespectively)”. What is meant with the term “irrespectively”?

Cedefop’s clarification to Question Nr. 2

This term refers to the service hours of the said service. The additional 50 hours of service could be requested on working days/hours, holidays, weekends, night hours, etc. depending on the relevant extra needs.

Question Nr. 3

Annex A: Financial Offer Form

- (a) In the table of “Reception Desk Assistant Fees” and specifically under “Working Time Per Year” the working days per year are 230. If we deduct the weekends from the 365 days of the year, 261 days remain. If again we deduct the Greek public holidays, the remaining working days are 248. Which additional days are deducted?
- (b) In the same table, under “Unit” what do 50, 75, 100% full time mean? How do the indications under “Unit” e.g. 50% full time relate with what is written under “Working Time” 76 days?

Cedefop’s clarification to Question Nr. 3

- (a) As indicated in paragraph 5.3 as well as in the introductory paragraph of the financial offer form, all the determined quantities (including the 230 working days) refer to a pre-defined scenario for financial evaluation purposes only and are purely indicative. Additionally, please be informed that Cedefop follows a slightly different holiday schedule that includes some additional “european” holidays on top of the Greek ones.
- (b) 100% full time means 8.5 consecutive hours (30 minutes lunch break included). Respectively, 75% full time means 6 consecutive hours (without lunch break) and finally 50% full time means 4 consecutive hours (without lunch break).

The column “Unit” refers to the daily working hours. Column A (working time) refers to the working days of the financial scenario and has been calculated to the 1/3 of the total working days scenario (230).