

Thessaloniki, 08/09/2011
RS/PRO/YSIRAK/2011/0656**INVITATION TO TENDER**
AO/RES/ASAIN/Access Control & CCTV Systems/013/11**“Access Control & CCTV Systems’ Delivery, Installation, & Supporting Services”****REQUEST FOR CLARIFICATIONS (1) – QUESTIONS AND ANSWERS**

Dear Madam/Sir,

In regards to the above mentioned Open Tender Procedure please find below the answers of Cedefop to the Clarification Questions, which were raised by some potential tenderers.

Question 1:

Please verify that we can submit our offer in Greek language. In that case some parts of the offer can still be in English?

Cedefop Answer to Question 1

As indicated in point 1 of the invitation to tender “Tenders should be submitted preferably in English, but in any case in one (or in any) of the official languages of the European Union”. Since the Greek language is an official EU language it is permitted for the tenderers to submit their offer or part of it in the Greek language.

Question 2:

The cabling specs ask for special installation requirements (tampered junction boxes, cable tubes, etc.) but there is no such an item in Annex H (Financial Proposal). Where we have to add all this costs?

Cedefop Answer to Question 2

This cost should be included respectively in cells B18 (for the Access control system) and in cell F19 (for the CCTV system) of ANNEX H, defined as "Unforeseen 20% of cabling cost".

Question 3:

Again in Annex H we can not understand where we have to add the installation costs for the requested equipment (for cabling installation costs it's clear)? Can we add that costs to unit prices?

Cedefop Answer to Question 3

These costs should be included respectively in cell C20 (for the Access control system) and in cell G18 (for the CCTV system) of Annex H, defined as "Installation and connection". The "Installation and connection" cost should be given in €/day as indicated in the abovementioned cells.

Question 4:

On page 19, last paragraph, you mention something about redundant software. What do you mean by that?

Cedefop Answer to Question 4

In the tender documents, page 19 of the technical specifications, it is said that: *"The software should be redundant. For example in case of a failure, the backup software should take over in order to avoid downtimes"*

In other words, using last back up version of the installed software should take minimum time to bring the system in its previous running state. This ensures "minimum downtime".

Question 5:

The cabling measurement it's on our responsibility or we should follow your quantities for the financial offer?

Cedefop Answer to Question 5

The measurements of the cables in cells B and F of ANNEX H are not indicative. In order to submit your financial offer, you should follow the quantities as given in the above mentioned cells.

Question 6:

In connection to the question 5, all the requested quantities in Annex H (equipment, days and cable measurements) are fixed or the final supply (delivery & payment) will be changed according the real need of the project? For example if the installation for the Access control system takes more than the 30 budgeted days, will you pay extra for the extra days?

Cedefop Answer to Question 6

All the requested quantities are specified in ANNEX H. Any deviations of costs have been foreseen only in cell C20 (for the Access control system) and G18 for the CCTV system.

Question 7:

It's acceptable to offer the central access control software with a limitation for 500 users (with the ability to be expanded unlimited with extra license)? The tender documents mention that there is only 150 associated members (users), but in the same time asks for 1000 cards.

Cedefop Answer to Question 7

We need to be supplied with 1000 cards but not for simultaneous use. However, if the offered access control software requires a new licence after the issuance of 500 cards, then this would not be acceptable.

Question 8:

In Annex H the tender asks for Door contacts (A.8.). Do you mean frame contacts for that item?

Cedefop Answer to Question 8

We refer to contacts that normally have one part fixed on the door itself and the other on its frame ("Reed" switch/ relay).

Question 9:

Again in Annex H the tender asks for Electromagnetic contacts (A.9.). Do you mean Electromagnetic locks for that item?

Cedefop Answer to Question 9

Yes, your understanding is correct – electromagnetic locks are required.

Question 10:

On page 25, CCTV system software specs, first paragraph, the tender asks for an additional workstation in the security room. Again in Annex H, there is no such an item. Is it possible to avoid offering that PC in case that is not necessary in our solution and we can handle the software administration through the recording units?

Cedefop Answer to Question 10

Yes, it is possible and it is up to the tenderer to propose the best technical solution.

Question 11:

We have to ask for a visit to the CEDEFOP installation for a site survey in order to make a more detailed estimation of the project needs. Please inform us for the time we can plan such a visit.

Cedefop Answer to Question 11

On-site visit is not foreseen for this tender. The attached as "Annex 1 to the TS" drawings, include all the necessary details of the existing and new systems. In addition, all the required quantities, architecture of the new systems and technical specifications of equipment for both systems are accurately described in ANNEX H and ANNEX K.

Question 12:

I would like you to confirm that according to the Specifications of the cited in subject procedure, a guarantee letter is NOT required.

Cedefop Answer to Question 12

No tender (bank) guarantee is required for this tender procedure.

Question 13:

I would like to add a question concerning the supporting documents required with the submission of the offer. Please confirm that no legal documents (tendering guarantee, tax and social insurance contributions etc) are required except the proof of enrolment as indicated in paragraph 3.2.2 first bullet, page 30.

Cedefop Answer to Question 12

No tender (bank) guarantee is required for this tender procedure. In case of recommendation for contract award point 1) of Annex C will apply (as provided for in Articles 134.2(a) and 158.1(a) of the Implementing Rules of the General Financial Regulation) - the winning tenderer will have to submit evidences and documents, as specified in point 1) of Annex C (including evidences for paid taxes, social security contributions etc).

As regards to the Economic and Financial capacity of the tenderer - in case of contract award the winning tenderer will be requested to prove the above by submitting Audited Financial Statements (Audited Profit and Loss Account/ Statement or equivalent), if these are foreseen by the respective national legislation.