



Thessaloniki, 10/07/2012
RS/PRO/YSIRAK/2012/0457

INVITATION TO TENDER AO/RES/ASAIN/Maintenance Services/008/2012
'Building Maintenance Services'

CLARIFICATION (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 requested Clarifications, which were raised by some potential tenderers during the site visit or were addressed to the functional e-mail of the Procurement Service of Cedefop:

Question 1:

What is the general problem with the building?

Cedefop Answer to Question 1

As a conclusion on the origin of the observed disorders in one part of the building (Day Care Centre in the basement, Montessori and Rousseau conference rooms on the ground floor), the following points can be stated:

- a) The observed cracks are most probably due to differential displacements caused by the differences in excavation levels of each block, with regard to their corresponding geotechnical description and behaviour (settlement, swelling, permeability, saturation, shear strength, compaction ...).
- b) Concerning the important settlements locally observed in the surroundings of the building (backyard, external car park...), they are more than probably linked to an improper installation of the backfill they rest on.

Question 2:

Are there any certificates that need to be renewed?

Cedefop Answer to Question 2

We have 2 types of certificates that have to be renewed: Fire certificates and Certificates for the lifts.

Fire certificates

The fire certificate of the building (except for the underground garage) is renewed every 5 years. The last renewal was due by 23/6/2012. The fire certificate for our garage is renewed each year. The next renewal is due on 23/5/2013.

The current contractor of Cedefop in charge for the maintenance of the building will soon issue a new separate fire certificate for the Archives room in the basement. There is also a possibility that the overall fire certificate of the building will include also the Archives room.

Lift certificates

The certificates for the kitchen lift and the cargo lifts are due to be renewed on 30/1/2016. The certificates for the central lifts (used by staff) are due to be renewed on 12/3/2013.

Question 3:

What is under the laminate on the floors?

Cedefop Answer to Question 3

As mentioned in Attachment 2-Assets List & History paragraph 2.3.1.8, in the spaces for common use and office areas there are false floors with linoleum tiles. These false floors are raised so that they provide an elevated structural floor to create a hidden void for the passage of mechanical services and cables, wiring and electrical supply.

Question 4:

Are the technical specifications available in the Greek language?

Cedefop Answer to Question 4

The Technical Specifications are in English language only. Tenders should be submitted preferably in English, but in any case in one (or in any) of the official languages of the European Union.

Question 5:

We intend to participate in the competition as ‘Consortium X-Y’. The above consortium was established by notary deed before the submission of our offer. It does not, however, have a tax register number (ΑΦΜ), which it will receive from the Internal revenue service (ΔΟΥ) after the signing of the contract – if it is the selected as the contractor – as is done with all consortia. Is there a problem with that?

NB: The members of the consortium all have a tax register number etc.

Cedefop Answer to Question 5

No, this is not a problem. Cedefop does not require consortia (if any) to have a given legal form in order to submit a tender, but requires the members of the tendering consortium to fill-in and sign one of the two relevant models as found in Annex I of the Tender Specifications (entity with or without legal personality). Cedefop however reserves the right to require a consortium to adopt a given legal form before the contract is signed (if this change is necessary for proper performance of the contract and to offer sufficient protection of the contractual interests of Cedefop). In case a consortium is nominated for the contract award, the VAT of the company, nominated as leader of the consortium, could be specified in the Contract (upon the information given by the tenderer in the Legal Entity and Financial Identification Forms, i.e. Annexes D and F). The nominated Consortium leader can sign the Contract on behalf of the Consortium - if the members of the group so desire they may grant such authorisation to one of the members of the grouping (consortium).

It should be noted that one bank account should be specified only, with the respective data (incl. VAT number) for the established Consortium as a legal entity, or the data of the nominated consortium leader.

Partners in a joint offer assume joint and several liability towards Cedefop for the performance of the contract as a whole.

Question 6:

An electrical engineer, a technician and a worker are requested, with specific minimum requirements, who will be employed by the contractor to fulfil the contract. Should the names

of these employees be made known to the assigning authority when submitting the offer, or is the notification of these names possible at the contract signing stage?

Cedefop Answer to Question 6

Please refer to point III.3.2 of the Contract Notice, where it is clearly stated that the names and professional qualifications of the proposed staff responsible for the execution of the services should be specified.