



CLARIFICATIONS 1 – QUESTIONS AND ANSWERS

NPP/RES/GMA/MedicalServiceProvider/001/13

‘Selection of a medical service provider for pre-recruitment and annual medical examinations of Cedefop staff’

Question 1:

The application to be submitted and the required attachments (certificates, documents, resumes, etc.) should be in English or Greek? In our view, we think that the attached documents will be valid if they are in the Greek language, since Greek is an official EU language. Otherwise please inform us as soon as possible in order to be able to translate the large volume of documents and submit them within the deadline (01/04/13).

Cedefop answer to question 1:

As stated in point IV.3.6 of the contract notice, applications may be submitted in any of the official EU languages. Thus the whole application can be submitted in Greek, or partly in English and partly in Greek.

Question 2:

All supporting documents must be certified copies?

Cedefop answer to question 2:

No, simple (but legible) copies are sufficient.

Question 3:

The Cedefop staff should always be served in one particular center, i.e. in one seat in the city? We would like to inform you that in Thessaloniki we have more than one clinics and big diagnostic centers with continuous and daily cooperation among them.

Cedefop answer to question 3:

As clearly stated in the contract notice (points II.1.5 and VI.3) and in the information to applicants (points 4 and 8),

“A standard annual medical visit should be completed in the morning **of the same day and a standard pre-recruitment medical within one day**; therefore, the Contractor shall ensure that all the required doctors are available so that the exams are carried out accordingly.

Applicants shall provide a signed self-declaration stating that they confirm their capacity to provide all requested services **on the same premises** and that a standard annual medical visit can be completed in one morning and the standard pre-recruitment medical visit can be completed within the duration of one day (possibly split over two consecutive days).”

Therefore applicants must choose and propose only one venue that fulfils all requirements, taking also into account the aspect of proximity to Cedefop.

Question 4:

With regard to Annex D "Checklist for exclusion and selection criteria" and specifically point 6.2.2 "Proof/Evidences of technical and professional capacity" medical staff members, technicians and doctors please note the following:

We have a large amount of staff including doctors we cooperate with, medical, nursing and administrative staff. Due to the fact that we apply shifts on a 24 hour basis it is difficult to define beforehand the specific doctors and staff that are going to deal with Cedefop. Please clarify if we have to gather and submit the documents for all our staff/doctors, etc. as in such case we will need more time to collect all the necessary supporting documents.

Cedefop answer to question 4:

Applicants may submit a number of CVs at this stage (e.g. the three doctors for each of the requested specialities deemed most appropriate, one of whom must be available to deal with Cedefop staff in the context of the appointment taken for the relevant medical visit). In case of contract award the contractor may enrich the list of assigned doctors, technicians, staff etc. subject to approval by Cedefop. The only pre-condition will then be that for the additional doctors, technicians, staff etc., the contractor must submit all requested documentation in order to allow Cedefop to verify compliance with the requirements as mentioned in the contract notice (III.2.3) and in the information to applicants (6.2.2). Also, if for any reason a given specialist on the list of assigned doctors is no longer available and needs to be replaced, the hospital is requested to submit the CV and supporting documents for approval prior to replacement. The experience in years will always be calculated by the deadline of submission of applications i.e. 01/04/2013.