

**OPEN INVITATION TO TENDER****AO/DRS/ASAIN/MaintenanceServices/006/16****Building Maintenance Services for Cedefop Premises****Request for Clarification (1) – Questions & Answers****Question No 1**

*Following '§7.1 Contacts before the final date for submission of tenders' of 1. AO-RES-ASAIN-MaintenanceServices-006-16, kindly advice for the procedure for a pre-proposal site visit.*

*Furthermore, we kindly request for a pre-proposal site visit in order to become familiar with the facilities the working conditions and identify the needs as to the general, local and site conditions, the tools, materials and equipment they may require, the means of access, and any other factors that may in any manner affect the progress and performance of the relevant maintenance activities.*

**Cedefop's answer to question No 1**

Please note that an on-site visit to our premises is not foreseen for the call for tenders in subject. Tenderers can prepare their offers based on the detailed technical specifications and annexes provided with the procurement documents. Furthermore please refer to point 2.1.2.1 'Location' of the technical specifications where the following is mentioned: *"The services to be tendered refer to all maintenance processes regarding Cedefop's buildings; civil assets and electromechanical installations as per the Technical Description defined herein. **Tenderers who wish to receive Cedefop layouts should sent a request via e-mail addressed to the following mailbox: [c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu). In their e-mail, tenderers should give personal data (name, given name, company name, address, telephone and e-mail address). Upon award of the contract the selected tenderer will have full access to detailed 'as built drawings' of the premises."***