



Thessaloniki, 29/10/2010
RS/PRO/CALU/2010/808

TO THE ATTENTION OF ALL POTENTIAL TENDERERS

AO/RES/JK/Insurance services/020/10

Minutes of the on-site visit organised on 22/10/2010

A planned on-site visit took place on 22/10/2010 at 13h10 with various potential tenderers.

The visitors had the possibility to see Cedefop building in its entirety, including each floor of the main building (offices), the terrace, the basement, the cafeteria, the library, the Conference rooms and the Block C4.

In the basement, the two official cars were also shown to them in their reserved parking places.

Visitors were first asked whether they had questions on the procurement procedure itself.

A few of them requested clarifications on the relationship between the Tenderer who should submit his tender and a possible subcontractor. The statements of section 4 of the Tender documents as well as of the clarification/correction 1 published on the Cedefop website on 18/10/2010 were pointed out to them again.

To the question on whether the tender could be submitted in Greek, the answer was given with reference to point 1 of the Open Invitation to tender. It was specified that even if the Annexes to be submitted are in English due to the use of the standard forms provided by Cedefop, the content may be submitted in Greek.

To the question on whether it was possible to get the Tender documents in Greek, the answer referred to the clarification/correction 1.

To the question on whether Cedefop building, the building content and official cars were currently insured by one or more insurance companies, it was answered that they are covered by three different insurance contracts (policies).

To the question on how many drivers drive the official cars, the answer referred to point 2.13 of the Tender documents. It was added though that the drivers are permanent Cedefop staff and that the cars are permanently parked in Cedefop underground garage when out of duty.

To the question on the current situation related to the problems of Block C4, it was answered that, as indicated in point 2.1 of the Tender documents, they are due to a geotechnical problem which was first observed in 2001 after the final reception of the building.

In 2007, Cedefop contracted an independent Belgian engineering company, TRACTEBEL, to carry out a thorough study investigating the causes of the disorders and to provide a recommended repair solution. At its report TRACTEBEL has indicated that the problem is localized in Block C4, that slabs and beams have been correctly designed, that the geometrical structure and low height of the building favour stability and concluded that the global stability of the CEDEFOP building is not questioned.

The recommended repairing solution by Tractebel is the appropriate underpinning of the foundation of the existing building and in particular Block C4.

The Greek Government has taken responsibility of repairing Cedefop's building disorders and has assigned the project to Egnatia Odos SA. Again, the recommended by Egnatia repair solution is the appropriate underpinning of the foundation of Block C4. According to a rough estimation of Egnatia Odos SA, the works are due to start in June 2011 and be finalized by June 2012.

It was also mentioned that due to the fact that the problem is purely geotechnical, no related damage had occurred and therefore no claim had been filled to the insurance company in charge of the building coverage.

Cedefop will apply the set of standard EC rules regarding health and safety obligations at the construction sites. In addition, Egnatia Odos obliges its sub-contractors to provide full insurance coverage for the works that they will undertake for the whole value of the construction as will be indicated in the relevant tender.

Despite the fact that the part where works will be taking place (Block C4) will be covered by the specific insurance taken by Egnatia's sub-contractor, Cedefop asks from our future insurer to cover the building as a whole throughout the 4-year period of the FWC because the building's value as estimated is indivisible.

The announced values of the building and its content that we wish to insure are deliberately higher than the respective real values in the current state, in order to cater for the relatively higher risks incurred while extensive works will be underway (presence of a higher number of people, of machinery, etc. on the Cedefop grounds); those values will be actualised upon completion of the works and subsequent renewal/improvement investment by Cedefop, as provided for in point 2.8 of the Tender documents

To the question on how many children the Day Care Centre may accommodate, the answer referred to point 2.1 of the Tender documents.

To questions on current situation on fire equipment and heating, the answer referred to points 2.2, 2.3 and Annex J – Fire certificate of the Tender documents.

To the question on damage history, it was answered that except for current problematic situation of Block C4 (see above), no other damage of any kind was to be recorded since Cedefop staff are accommodated in the building, i.e. since August 1999.

To the question on security equipment (cameras), the answer referred to point 2.4 of the Tender documents.

It was mentioned that staff working in the cafeteria and Day Care Centre are Cedefop permanent staff or persons employed on long term contracts.

The visitors have been reminded that they may request clarifications until 27/10/10.