

EUROPEAN EXTERNAL ACTION SERVICE



Head of Division

BA Budget and administration
BA.IBS Security,Infrastructure, Budget and Information
technology
BA.IBS.4 Infrastructure, protocol and conferences

TENDER SPECIFICATIONS

EEAS-471-DIVA4-SER-FWC

**Provision of assistance services in terms of health and safety and building
aspects to the EU Delegations**

Services framework contract

OPEN PROCEDURE

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1. INTRODUCTION

The contracting authority is the European External Action Service (hereinafter referred to as «the EEAS»), represented by the Head of Division BA.IBS.4 or its duly authorized representative.

The Contracting Authority plans to conclude a multiple framework service contract with no more than three companies for the provision of assistance services in terms of health and safety and building aspects, in accordance with the specifications set out below and the contract in annex. Under this system tenderers will be listed in descending order after evaluation of the tenders, and this is the sequence in which they will be offered work when orders are placed. The EEAS will contact the tenderer at the top of the list and, if he is unavailable for duly substantiated reasons which do not entail termination of the contract, the second tenderer will be contacted, then, if necessary, and under the same conditions, the third.

The multiple framework contract sets out the main elements of the services but the precise volume (number of units) and timing of the delivery cannot be defined at the time of its signature. It means that the framework contract does not raise direct obligations on the contracting authority. When the need arises, the framework contract is implemented through the signature of order forms. Each order form is awarded within the limits of the terms laid down in the framework contract and its annexes and no substantial changes are allowed. The order form states the services amongst those foreseen in these tender specifications, their volume, the corresponding total price and the time of delivery. The order form creates a direct obligation on the Contracting Authority at the time of its signature.

When drawing up their tenders, tenderers shall take into account the provisions in these tender specifications, in the letter of invitation to tender as well as in the framework contract, which specify the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, checks and audits.

The model framework contract that will be used for this contract is attached to the letter of invitation to tender in Annex 2. These tender specifications and the tender submitted by the awardee of the contract will be annexed to the contract and therefore be binding on the contracting parties during the implementation of the contract.

A notice for this contract was published in Official Journal of the European Union 2015/S 237-429618.

2. SUBJECT OF THE CONTRACT

The contractor must provide the human and material resources necessary to guarantee the service in the non-exhaustive list below:

Service 1: Carrying out complete health and safety inspections in its delegations/offices mainly located in Third Countries, as well as the residences of Heads of delegation (only areas dedicated to the obligations of representation for these) whether they are owned or leased.

Service 2: Carrying out "ad hoc health and safety missions" in its delegations/offices mainly located in Third Countries, as well as the residences of Heads of delegation (only areas dedicated to the obligations of representation for these) whether they are owned or leased.

Service 3: Assistance to the Contracting Authority in headquarters in the preparation of technical documents

The place of performance is the Delegations of the European Union in Third Countries for Service 1-2 and headquarters in Brussels for Service 3.

3. TECHNICAL SPECIFICATIONS

3.1. Nature of services

The purpose of the contract is to carry out complete health and safety inspections, ad hoc health and safety missions, and provide assistance for the preparation of technical documents for the Contracting Authority. The result of each inspection, mission or service must be accompanied by a report.

The European Union Delegations are mainly located in Third Countries. The areas to be inspected are the offices as well as the residences of Heads of delegation (only areas dedicated to the obligations of representation for these).

A Delegation list can be found in Annex I. This list is provided based on available data at the time of drafting the technical specifications. It may be updated during the lifetime of the framework contract, in accordance with the evolution of the Union's real estate stock.

Taking into consideration the difficulties (conflicts, natural disaster, force majeure, etc.) that may arise when organising inspections and missions in all the countries covered by the present contract, the contractor must be able to perform inspections or missions in at least 80% of delegations over the total duration of the contract.

The different services are described in detail in point 3.11 of these technical specifications and cover mainly the following areas:

Service 1 – Complete health and safety inspections of Delegations

The contractor is requested to carry out a complete health and safety inspection of the delegation offices and the residence (official areas only) with a team of 2-3 persons working full time for usually 5 days or less depending on the size of the delegation (see points 1- 22 under 3.11 Description of methods).

Service 2 – Ad hoc health and safety missions and/or other service missions to Delegations:

The contractor is requested to carry out "ad hoc health and safety missions" to cover one or several parts of the health and safety inspection or other service missions either in the delegation offices or residence (official areas only) with a team of at least 1-2 persons working full time (see points 1-27 under 3.11 Description of methods).

Service 3 - Assistance to EEAS in the preparation of technical documents for headquarters:

Assistance to EEAS headquarters in the preparation of technical documents (see point 28 under 3.11 Description of methods)

After the health and safety inspections and/or ad hoc health and safety missions or other service missions, the contractor shall submit a report to the EEAS. This shall summarize the outcome of controls and describe the resulting recommendations.

The contractor will draw up general recommendations (applicable to all buildings inspected) on the nature and frequency of the inspections to be performed, organisational and logistic aspects (size and structure of delegations / residences), reporting systems, etc.

The contractor will also draw up local recommendations for each delegation setting out the inspections to be performed for each delegation and the particulars of inspections adapted to each specific case.

Moreover, operations requiring the interruption or disruption of installations must be carried out outside the delegation's working hours, save where otherwise agreed with the Head of delegation concerned beforehand. The presence of staff responsible for performing or supervising the maintenance of the building and its installations during inspections is imperative and must be organised by agreement with the delegation / office inspected.

The contractor must put installations back into service after they have been switched off for inspection.

3.2. Specifications and technical norms

The inspections described in point 3.11 Description of methods shall be made in accordance with the legal provisions, rules, standards and criteria that apply or enter into force during the lifetime of the contract.

These provisions include Council Directive 89/391/EEC of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work, and any other directive in this area adopted pursuant to the Treaties, namely:

- Council Directive 89/654/EEC of 30 November 1989
- Council Directive 89/655/EEC of 30 November 1989, as amended by Council Directives 95/63/EC and 2001/45/EC
- Council Directive 89/656/EEC of 30 November 1989
- Council Directive 90/269/EEC of 29 May 1990
- Council Directive 90/270/EEC of 29 May 1990.
- Council Directive 91/383/EEC of 25 June 1991
- Council Directive 92/57/EEC of 24 June 1992
- Council Directive 92/58/EEC of 24 June 1992
- Council Directive 92/85/EEC of 19 October 1992
- Council Directive 93/104/EEC of 23 November 1993
- Commission Recommendation 95/216/CE of 8 June 1995
- Council Directive 98/24/EC of 7 April 1998
- Directive 2000/34/EC of the European Parliament and of the Council of 22 June 2000
- Directive 2000/54/EC of the European Parliament and of the Council of 18 September 2000
- Directive 2002/44/EC of the European Parliament and of the Council of 25 June 2002
- Directive 2003/10/EC of the European Parliament and of the Council of 6 February 2003
- Directive 2003/88/EC of 4 November 2003
- Directive 2004/37/EC of the European Parliament and of the Council of 29 April 2004
- Directive 2004/40/EC of the European Parliament and of the Council of 29 April 2004

- Directive 2006/25/EC of 5 April 2006
- Directive 83/477/EEC, as amended by Directives 91/382/EEC and 2003/18/EC
- local legislation in the matter applicable in the Member States of the European Union, to be specified by the EEAS.
- local legislation applicable in the non-member country, if more stringent than the laws of the Union.
- any standards or criteria, even if stricter than the above provisions, drawn up by the Commission, for instance those of the Commission's Manual of Standard Building Specifications (MIT) laying down the technical and safety criteria to be met (see Annex IV).

Within the scope of the contract, any new legislative or regulatory measure that enters into force or any binding measure introduced by decision of the EEAS.

An exhaustive list of these measures is provided in Annex II.

3.3. Data sheets

The contractor must submit for approval of EEAS Division BA.IBS.4 a draft data sheet for each of the inspections, missions and services described in point 3.1 and detailed in point 3.11.

For each type of inspection, mission, and services (in the order proposed in point 3.11), when applicable the data sheets must include:

Items 1-22 (3.11)

- the detailed structure of the inspection
- the rules and regulations and/or reference literature
- the appliances and equipment used
- the assessment criteria

Items 23-28 (3.11)

- the detailed structure for the service
- the rules and regulations and/or reference literature
- the methodology for the provision of the service

The performance of inspections, missions, and services are subject to EEAS Division BA.IBS.4 approval of the sheets and appliances used.

Once they have been duly approved, the sheets and methods used will serve as a basis for the performance of inspections and checks.

During the performance of the contract any amendment planned by the contractor to the sheets and methods must first be submitted to EEAS Division BA.IBS.4 for approval. EEAS Division BA.IBS.4 may also take the initiative to request amendments to sheets and methods.

3.4. Building subject to the controls

The controls relate to the offices occupied by the delegation of the European Union and the area dedicated to the representation of the residence of the Head of delegation in the country concerned.

3.4.1 Offices

The contractor is likely to meet various building configurations, in particular regarding the following aspects:

Type and Construction:

- Property of the European Union or lease
- Exclusive occupation of the building or partial and shared with other companies / institutions (in this case the common areas of the building will also be visited)
- Various construction method and year of construction
- Miscellaneous equipment depending on particulars: elevator, ventilation system and / or air conditioning, heating system, fire detection, sprinkler, etc.

Size and height of the building:

- Of +/-350 m2 to +/-5500m2 (excluding parking)
- Single storey building to the tower-building, with or without basement, with or without parking

Configuration:

- Isolated building with or without perimeter wall
- Building contiguous to other buildings
- Tower type building with occupancy of one or more levels that may be discontinuous between them
- Installation in two adjacent buildings

3.4.2 Residence

The residence of the Head of delegation, that may be owned by the European Union or simply leased, is generally in the form of a detached house, surrounded or not by a perimeter wall. It may occasionally be in the form of a townhouse or an apartment.

Only the area of representation of the residence will be subject to controls described herein. This area of representation, which is usually at the level of access to the residence, generally consists of: entrance, sanitary and toilet facilities, meeting/reception room or the room used for this purpose, kitchen, guest room, equipment rooms housing the meters, electrical panels and any device serving the area of representation, as well as immediate outdoor spaces (access to the building, terrace).

3.5. Documentation

Before each inspection or service the Contracting Authority will provide the contractor, wherever possible and available, with the existing drawing of the buildings concerned. These drawings are for illustrative purposes. The contractor will also have the opportunity to directly request all documents and information required to the contact person within the delegation to inspect, without any guarantee on the accuracy and completeness of the information provided.

If delivered, at the time of the inspections/mission, the contractor will check the conformity of the plans with the layout of the building or apartment. The report will mention any inaccuracy in the plans if existing.

3.6. Planning of inspections / missions

Each year the Contracting Authority presents a tentative schedule of inspections, missions and services to be carried out during the following 12 months.

This planning does not represent any engagement for the Contracting Authority and will be discussed and modified during the year accordingly to the needs of the Contract Authority and the constraints of the contractor.

3.7. Organisation of inspections / missions

For each scheduled complete health and safety inspection, ad hoc health and safety mission or other service missions indicated in the previously approved schedule of inspections/missions, the Contracting Authority will specify the service demanded (point 3.1) as well as details and specifications of the interventions required. On this basis the tenderer shall present a draft inspection programme / mission programme to be approved by the Contracting Authority and to be used to define the order (point 3.8).

3.7.1 Duration of inspections, services and composition of the inspection and service teams

The composition of the inspection and service team and the duration of the mission must be approved beforehand by the Contracting Authority according to a draft inspection programme / mission programme proposed by the contractor.

Depending on the size of the delegation and the purpose of the mission the inspection will be carried out with one or two Men / week or day (m/w or day) or three Men / week, considering that a week account for five days in the timetable of the delegation.

The Contracting Authority will identify and communicate a timely regime applicable to the delegation to inspect in accordance with criteria such as area occupied by the delegation (office or residence part), the presence or absence of an indoor parking, elevator, etc.

Each complete health and safety inspection to a Delegation (items 1-22 – under point 3.11) must be performed by a multidisciplinary team comprising of at least one expert specialised and experienced in workplace prevention and safety and recognised according to national legislation in a Member State of the European Union in order to be able to perform all the services listed under point 3.1. For the performance of inspections the contractor will only use staff capable of performing the services to the highest professional standards.

Each ad hoc health and safety mission and/or other service missions (items 23-27 – under point 3.11) and Assistance to the Contracting Authority in the preparation of technical documents for headquarters (item 28 – under point 3.11) must be performed by at least one building engineer/architect/engineer in health and safety or equivalent expert, and recognised according to national legislation in a Member State of the European Union and in order to be able to perform any of the services listed under point 3.1. For the performance of missions, the contractor will only use staff capable of performing the services to the highest professional standards.

To cope with the workload and the timetable imposed by the framework contract, the contractor must demonstrate his capacity to mobilize at least two full time teams of two experts at any time. The contractor must also be able to mobilize a third, back up team that can be called on in the event of an emergency or problems with one of the main teams. The workload of the back up team can be estimated at no more than 50% of that of the other teams.

The contractor's staff shall comply with the rules and usages in the buildings of the European Union (e.g.: access to the building and car parks, wearing of an identity badge, ban on smoking in buildings, etc.).

3.7.2 Logistics

The contractor shall deploy the logistical and technical resources, and in particular any equipment, tools, appliances and other supplies, necessary to perform the contract to the highest professional standards.

The daily allowances (subsistence and accommodation costs) will be reimbursed at the rates in the Annex III. The calculation of daily allowances (DA) is based on hours spent on duration of traveling time (plus 2 hours from and 2 hours to the airport) and duration at the place of the inspection or service.

In addition the Contracting Authority will reimburse airfare costs at the cheapest "Economy" fare based on the following terms of flexibility: tickets can be booked up to two weeks before the departure date, non-refundable, non-transferable, can be modified up to the week before departure upon payment of possible compensation. The refund will be applied according to following supporting evidence: invoices from the travel agency, boarding passes and tickets.

The contractor shall provide a certificate or a supporting document attesting that the category of ticket does not exceed the conditions mentioned above. In addition, the invoice must clearly indicate the class and the code specific to the company on the fare class.

In case where business class is used because of equal conditions for lower price, the reimbursement will also be based on a certificate from the travel agency certifying that the alternative is more economically advantageous than the economy fare. The code specific to the company on the fare class will also be indicated on the invoice.

In any event, if for any reason, business class should be used, reimbursement will always be made on the basis of an economy class ticket as detailed above. In this case the contractor shall provide in addition to the documents listed above a document from the travel agency detailing the price and the characteristics of the Economy class ticket that meets the criteria established above at the time the ticket is booked in business class.

3.8. Notification of the order

For each planned complete health and safety inspection/ad hoc health and safety mission/other service mission indicated in the previously approved schedule of inspections/missions and based on the draft inspection programme / mission programme (point 3.6), the Contracting Authority will send an order to the tenderer at the top of the list. This order will specify the sites to be inspected, type of inspections/ad hoc missions/services to be performed and the planned dates for the mission as well as the reserve for overruns (which may not exceed 10% of the total) if approved and needed.

The contractor must confirm his availability by return of email within 5 calendar days of the date of despatch of the order. In the event of the non-availability of the tenderer for a duly justified reason, the Contracting Authority will contact the tenderer placed second on the list, using the same procedure, and so on until the third.

For the complete health and safety inspections (items 1-22 under 3.11 Description of methods) the contractor must confirm his availability to carry out such a visit within 5 calendar days of the date of notification on the order by the Contracting Authority.

For the ad hoc health and safety missions and other service missions (items 23-28 under 3.11 Description of methods) the contractor must confirm within 5 calendar days his availability to carry out such a mission/service in the respect of timing as defined in the approved mission programme (point 3.7).

The unjustified refusal of more than three inspection missions under the obligation entered into under 3.1 may be considered by the Contracting Authority as grounds for terminating the framework contract.

3.9. Reports

3.9.1 Layout and submission

Inspection and service reports shall be drafted in English or French and when needed translated by the contractor in the language of the delegation inspected (English/French/Spanish) and submitted on paper (two copies) and a computer-readable medium (CD-ROM or USB memory stick, in duplicate) in pdf format. (See Annex I regarding the languages to use by delegation).

For each inspection or service performed in a delegation, a detailed draft report must be drawn up and sent to the Contracting Authority at the latest 15 days following the end of the inspection. The Contracting Authority has a period of 30 days from the date of receipt of the draft report to approve or comment on it. The contractor then has 30 days to present the final report, corrected as appropriate. The final report will be approved or commented on by the Contracting Authority within 15 days. The translation of the report shall be sent by the contractor within 15 days following the approval of the final report by the Contracting Authority. In case of lack of comments from the EEAS within the deadline specified above, the draft report shall be deemed to have been approved.

Where the member of the contractor's staff responsible for performing an inspection or service detects an emergency, that member of staff must immediately report it to the Head of delegation (or representative) concerned and to the contractor's representatives. The results of the inspection

must be reported to the Contracting Authority no later than 24 hours of the emergency's being reported.

At the end of the contract the reports remain the property of the Contracting Authority.

3.9.2 Report content for inspections (items 1-22 – under point 3.11 Description of methods)

Each report must contain a detailed description of the inspection and the checks performed, and in particular the following information:

- person in charge of the inspection, places inspected, date(s)
- reference number of framework contract and specific order
- description of premises and installations
- pictures of premises and installations
- description of control appliances used
- exact location (with photos) and detailed results of the different checks to be performed (see point 3.1) and readings taken
- conclusions and proposals for each inspection
- summary at end of each chapter and general summary at the beginning of the report containing remarks or advice and the legislation applicable
- synthetic list of remarks/recommendations for the subsequent follow-up.
- contractor's signature

Each report shall state, with regard to each of the checks to be performed, all the points that are in order and all the anomalies detected together with a reference to the legislation or rules breached by the anomaly and a proposal of the measures needed to remedy that anomaly. In addition to legal and regulatory obligations, advice shall also be provided on good practice. It is necessary to distinguish clearly the remarks concerning the offices of the delegation and the representative part of the residence of the Head of delegation.

Each anomaly shall be classified in one of the following categories:

- 1) **Urgent cases representing a serious danger and requiring immediate intervention and the shutting-down of an installation or the immediate evacuation of staff from certain premises:** this decision must be taken in agreement with the relevant sector of the Contracting Authority and in coordination with the head of delegation or his representative.
- 2) **Anomalies requiring rapid intervention:** these must be reported to the head of sector and the head of delegation or his representative with a suggestion of a deadline for remedying them.
- 3) **Anomalies requiring intervention in a reasonable period** (e.g. one or two months).
- 4) **Advice on anomalies to be followed in the longer term:** e.g. when carrying out a major renovation of the building or, in the case of a building rented by the EEAS, when choosing another building.

The reports must be concise and structured, containing no superfluous description and quoting only the references to legislative, regulatory and normative acts. A clear distinction must be made between anomalies on the basis of the degree of urgency, and account must be taken of the date of construction or renovation of the building when referring to the rules applicable.

3.9.3 Report content for ad hoc health and safety missions / other services (items 23-28 – under point 3.11 Description of methods)

Each report must contain a detailed description of the inspection and the checks performed, and in particular the following information:

- person in charge of the inspection, places inspected, date(s)
- reference number of framework contract and specific order
- description of premises and installations
- pictures of premises and installations
- description of methodology used
- results of the mission/service
- conclusions and proposals
- drawings, notes, calculations (if applicable)
- summary at end of each chapter and general summary at the beginning of the report containing remarks or advice and the legislation applicable
- contractor's signature

The reports must be concise and structured, containing no superfluous description and quoting only the references to legislative, regulatory and normative acts. A clear distinction must be made between anomalies on the basis of the degree of urgency, and account must be taken of the date of construction or renovation of the building when referring to the rules applicable.

3.10. Meetings with the Contracting Authority in Brussels

In order to facilitate coordination with the Contracting Authority the contractor shall make himself available to attend meetings at the Contracting Authority's headquarters in Brussels. Among others, following meetings are planned:

1. coordination and follow-up meetings on the framework contract in general and the planning of inspections in particular
2. meetings for the preparation of individual inspections, ad hoc missions and services (to determine case by case)
3. Ad hoc meetings at the request of the Contracting Authority in case of emergency.

3.11. Description of methods

The below description, which is not exhaustive, provides a number of details of the inspections, missions and services described under 3.1.

1. **Verification, where applicable, of compliance with the legislation and rules laid down by the national and local authorities of the non-member country in the area of fire safety and occupational health;**
2. **Verification of the construction, structure and fitting-out of buildings from the standpoint of preventing fires from starting and spreading;**
3. **Inspection of the conformity and proper working of the fire-fighting, -protection and -detection system**

The verifications and inspections (1-2-3) are aimed at verifying compliance with fire-safety rules and checking that safety devices are effective and in good working order.

This task must include:

- an update of the technical description;
- types of building: location, surface area, number of actual floors and garages, evacuation levels;
- legislative and regulatory basis for the inspection; frequency of inspections;
- examination of all areas with a view to fire prevention: fire compartmentations, examination of partitioning (fire lobbies, stairways, construction elements, fire damper, installations of pipes, cables, etc. through fire walls);
- examination of all areas where there is a particular fire risk: archives, stores of combustible or inflammable materials, maintenance firm stores;
- examination of boiler rooms, plant areas, plans of basements showing the function of each basement area, including a fire-resistance check of these areas;
- an exhaustive list of the areas referred to in the previous two points must be supplied for each building in the inspection report;
- those features of the building which have a direct impact on fire protection (e.g. buildings with a special use: archives, kitchen, IT room, etc.);
- adaptations of firefighting equipment on the basis of risks, layout of the areas, etc.:
 - extinguishers (dry powder, CO₂, water + additive, etc.)
 - hose reels with axial feed
 - hydrants (type, number, position, accessibility, identification, etc.)
 - specific equipment
 - automatic extinguishers in IT rooms
 - automatic extinguishers in kitchens
- escape routes:
 - number and position of stairways and emergency exits and compliance with regulations, related to the number of occupants per building
 - evacuation and keeping escape routes clear with supporting photos
- smoke exhaust proper functioning
- safety signs:
 - indicating escape routes
 - indicating firefighting equipment
 - indicating plant areas (fire, electricity, fluids and gas contained in containers or pipes)
 - specific signs indicating directions

- fire warning and alarm system and their functioning:
 - telephone network
 - push buttons
 - fire detection
 - audio phones
- emergency lighting: type, number, position of emergency lighting devices
- firefighting procedures: check that the procedures in place comply with legal requirements
- information to personnel: displays showing emergency numbers and instructions to follow in case of fire
- inspection of fire doors (general condition, good working order): verification of closing of doors (door closers) and opening of self-closing doors (magnetic catch);
- verification of emergency exits with electromagnetic locking systems and exits with anti-panic push-bars;
- inspection of extinguishers (dry powder, CO₂, water + additive) or other – sparklet, control, seal, last inspection by supplier, year of manufacture, etc.;
- inspection of hose reels with axial feed and hydrants (water supply source, supply lines, connection, watertightness, good working order) and verification of pumps (visual inspection, automatic start-up, pressure/flow);
- inspection, if applicable, of automatic fire extinguishing equipment (powder, CO₂, water). The sprinkler systems are inspected visually while out of operation, but with verification of water supply;
- inspection of smoke detectors and any associated servo-controls. This inspection must be based on sample checks of at least 20% of the detectors. The fire detection system must be inspected in the plant areas (boiler rooms, lift machinery, etc.), and IT rooms, as must all the fire detection systems associated with the fire door and ventilation controls;
- inspection of servo-controls of lifts in case of fire warning / alarm;
- inspection of smoke exhaust (control, opening/closing tests) and of the pressurising system for the fire lobbies and/or stairways;
- inspection of emergency lighting systems (supply, automatic triggering);
- inspection of generators: tests on generators with statement of power and information available on the generator installations; to be coordinated with the delegation's administrative service;
- inspection of first aid posts. Check:
 - signs indicating the presence of first aid equipment or a first aid post
 - presence and condition of first aid equipment: first aid box (contents), stretchers / blankets, wheelchair (folding), other equipment (e.g. fire blankets)

Particular attention must be paid to buildings containing kitchens, restaurants and IT rooms.

For kitchens/restaurants, the inspection must consist of the following:

- examination of the layout of the premises from the standpoint of risk, accident, fire and evacuation
- examination of automatic extinguishers and other fire-fighting equipment
- fire detection
- keeping escape routes and emergency exits clear, with supporting photos

For the IT rooms:

- fire safety

- firefighting equipment
- portable fire extinguishers
- automatic extinguishers: identify type of equipment (CO₂, inert gas, other....) and indicate if missing
- detection: check that the detection system is working correctly and (if applicable) that it activates the automatic extinguisher; check where the detection signal is received outside the premises (remote surveillance)
- check the extinguishing capacity of the product used based on the volume to be covered

At the end of this inspection, the contractor shall create and update a complete safety file. This file will be used for fire department intervention. It will include the necessary information on the building and its contents during interventions. Among other information, it should contain:

- a photo of the building, the plan of the building with the position of the emergency exits and fire-fighting equipment
- fire safety instructions for staff
- places at high risk such as kitchens, workshops, storage facilities, high voltage room, gas plant room, etc.
- operation of the hydraulic and ventilation systems and position of fire dampers
- exact position on the plan of the HVAC¹ installations and the operating method thereof, the high-voltage cabinet, gas plant room and other plant areas
- list of fire pickets and first-aiders
- assembly point and alternative assembly point in case of evacuation of the building
- indication on plan of sprinkler locations with method of operation
- location and operation of fire control panel. Indicate whether it is a computerised or manual system. If computerised, indicate the person(s) who will use it under the instructions of the firefighters
- location of the generators and of the fuel-oil tank and capacity
- asbestos inventory

4. **Inspection, where applicable, of the safety of lifts and hoisting installations: structure of lift shafts and cars, machinery, instructions, safety features, inspection of the axles of lifts over 15 years old;**

A Inspection of safety of lifts and lifting gear

The aim of this inspection is to verify the proper functioning and safe use of lifts, service lift, escalators, platform lifts etc.

The safety inspection must verify in particular the presence of the regulatory indications and the correct functioning of:

- safety devices: door locks, door contacts, limit safety switches, terminal limit protection, stabilising jacks
- control devices: shut-off device, car-top inspection station, emergency control and other
- brake and limit

¹ Heating, ventilating and air conditioning.

- emergency call device
- general condition of cables, chains, hooks, shackles, rods and swing bars, shaft doors, landing and car doors, smooth shaft walls, speed limiting devices, parachute, pulley blocks
- any functional problems detected during inspections must be noted down (doors, levelling, other...)
- fire prevention devices

B Inspection of the lift structure and lifting gear

Inspection of the structure shall consist basically of verifying:

- general condition of mechanism elements and hoist, framework, shaft pit walls, shock absorbers of guide rails and counterweight fixings, machine rooms and pulley room, drive systems and rail tracks
- inspection and tests of parachutes;
- functioning of load limiter and load momentum limiter
- all lifelines

C Inspection of axles of lifts over 15 years old

This inspection must be carried out using the ultrasound method in order to detect any weakness in the motor shaft.

5. Inspection of garage doors, gates and fences

The garage doors, gates and fences examined may be of one of the following types:

- swing door with counterweight, motorised or non-motorised
- spring or motorised metal roll shutter
- motorised or non-motorised articulated or non-articulated sliding door
- motorised or non-motorised articulated panel door
- motorised concertina door

Depending on the type of door, gate and fence, all or some of the following points shall be inspected:

- security devices such as speed, limit devices, switches, photoelectric cells, pneumatic strips, etc.
- limit devices
- springs
- cables and cable fixings
- counterweights
- structure, rails, truss, rail tracks (solidity, operational safety)
- possibility of manual opening in the event of a power-cut or emergency evacuation of the car park

6. **Inspection, where applicable, of motorised trucks and pallet trucks**

- description of equipment examined
- inspection of equipment in accordance with technical specifications
- scope of inspection
- functioning of hydraulic system
- functioning of braking equipment
- condition of wheels
- condition of forks
- verification of conformity of room in which batteries are recharged

7. **Inspection of high-and low-voltage installations: general features, protection against direct and indirect contact, protection against surges and short circuits, choice and placement of conduits and electrical equipment, inspection of the labels and diagrams on switchboards, detection of bad contacts by thermography. Inspection where applicable, of the proper working of the generator under load;**

A Inspection of high-and low-voltage installations

The inspection must include verification of:

- high- and low-voltage rooms with overview report on power, type and capacity of equipment installed : Transformer, breaker, generator, UPS...
- distribution boards, in particular the cables section, circuit protection, ground fault protection, earthing and insulation
- general lighting and power distribution systems, earthing and insulation
- electrical networks of heating and air conditioning installations, kitchen equipment, printshops, IT rooms and other plant areas
- circuits of power units and sundry other electrical devices
- conformity of connections of electrical devices in offices, in particular rooms containing computer equipment
- no-break power supply installations, in particular for IT rooms and security equipment
- electrical devices in kitchens, cafeterias, kitchenettes (electric and back-up radiators, water-heaters fridges, micro-wave ovens, etc.)
- inspection of earthing of metal structures (e.g. roofing) and metal conduits

B Inspection based on the labels and diagrams on the electrical switchboards

Verification of the actual installations in relation to the diagrams.
Analysis of technical inspection report done locally and comment.

C Inspection of electrical installation by thermography

The thermography must be conducted in all electric switchboards starting to the delivery point to the last point of distribution.

Every switch board or connection box must be clearly identified and checked with all the protection board removed to have a clear picture of all cabling and connection.

Every anomaly shall be clearly identified with appropriate comment, photos, analysis and priority.

When possible a corrective action will be taken immediately on spot.
A final report will be presented.

D. Inspection of proper working of generators

Inspection, where applicable, of the proper working of the generator under load. The contractor shall draw up a table with the circuits and installations supplied by this generator and provide all the information related to it: Generator brand, alternator, age, power, hours, general statement of installations.

8. Inspection of lightning conductors

- location of conductor
- identification of type of conductor
- inspection of earthing and anchoring of conductor

9. Inspection of boilers and conformity of the evacuation of combustion gases and inspection of the gastight integrity of gas equipment and connections (meters, kitchens, tanks, etc.);

A Inspection of boilers

The inspection of the boiler installations shall include:

- overview report on power and type of equipment installed (power, age...)
- inspection of high and low ventilation
- inspection of safety devices, including fire detectors
- inspection of servo-controls (supply pipes, pumps or circulators, fuel-oil tank, etc.) and combustion quality at maximum output for each type of combustion
- inspection of heating unit and flue
- test on safety devices, including fire and gas detectors

B Inspection of gas supply installations

The inspection of the gas supply installations shall include the following checks:

- checks on gas-tightness
- verification of safety devices, regulators, pipes and signs
- inspection of gas detectors

If other checks prove to be necessary, the contractor must inform the EEAS of this during the inspection and assess their cost so that the EEAS can decide whether or not to carry out these additional checks during the current inspection.

10. Inspection by sampling of gravimetric dust levels in offices;

Ambient air samples shall be taken and analysed to determine the total gravimetric concentration of airborne dust. Two rooms shall be tested.

11. **Inspection by sampling of the CO level in car parks on basements;**

Measurements of carbon monoxide in basements (car parks) shall be taken continuously over 24 hours in order to observe variations in the CO content.

12. **Inspection by sampling of the ozone level;**

Inspection of large laser printer equipment or other equipment that releases ozone. The places selected for the inspections shall be representative. Two locations will be monitored.

13. **Examination, where applicable, of the air conditioning installation and assessment of ventilation (measurement of air flow of blower units and in rooms, endoscopic inspection of supply ducts, bacteriological inspection of humidifiers and cooling towers);**

Description of air conditioning installations

A Bacteriological inspection of humidifiers and cooling towers

Washer tanks in winter and cooling towers in summer

Type of inspection to be carried out: microbiological analysis, consisting of: counting of germs, search for staphylococci, thermophilic bacteria, yeast and search for and identification of mould, identification of bacteria (Legionella) in order to determine the method of disinfection. The contractor must, through its laboratory, advise on the quantities and products to be used for optimum disinfection of the installation.

The water testing and analysis must be conducted under the international normalisation for guidance on the design of sampling programmes and techniques with preservation and handling of water samples.

Also check: presence/absence of U.V. lamps; cleanliness of glass in contact with water

B Measurement of air flows

Measurement of the air flows in two significant locations (i.e. with a specific use, such as the IT room) in each building equipped with air conditioning, and verification of the minimum supply of fresh air. The two locations selected must be specified in the report on services provided drawn up by the contractor.

C Measurement of air flows of blower units

- measurement of air flow of blower units and balancing of blower units in buildings with air conditioning
- visual inspection of units (casing, doors, filters, humidifiers, batteries, fans, valves, etc.)
- inspection of extractors in sanitary facilities and garages
- verification of proper functioning in the event of fire detection

D Endoscopic inspection of blower ducts

Visual inspection of the condition of the blower ducts with the aid of a camera. The photos taken shall be included in the report.

14. **Measurement and verification, by sampling, of ambient conditions (temperatures and relative humidity) ;**

Measurement of variations over 5 calendar days (between 9.00 and 20.00) in the temperature and relative humidity in two representative rooms in each building with full air conditioning on the basis of various criteria (e.g. exposure to sun). The two rooms selected must be specified in the report on service provided drawn up by the contractor.

15. **Measurement by sampling of lighting and noise levels**

Measurement of lighting and sound pressure levels in two locations in each Delegation. The two locations selected must be specified in the report on service provided drawn up by the contractor.

Particular attention shall be paid to inspections carried out in rooms equipped with large printers or other noisy equipment in which staff spend long periods.

16. **Inspection of facilities for disabled people (access to the building, equipment)**

In accordance with EU recommendations or directives or other EU provisions adopted by the European union ("Manual of Standard Building Specifications"), inspections must be carried out in all the buildings concerned in order to indicate any missing equipment or facilities for disabled persons, in particular those relating to:

- disability access to buildings
- movement of disabled persons inside the buildings (slopes, ramps, lifts etc.)
- specific facilities for disabled people
- parking spaces
- toilets
- signs (car parks, toilets, lifts, etc.)

17. **Inspection of work equipment and workstations**

A Inspection of work equipment

Inspection of all aspects of conformity of work equipment, including any related written instructions. This equipment must meet the minimum requirements laid down in Directive 89/655/EEC.

B Analysis of workstations and computer ergonomics

See Annex 4 for guides to computer and laptop workstation ergonomics. In addition, the "Computer workstation ergonomics checklist" can be consulted on the DIGIT website:

http://www.cc.cec/home/dgserv/digit/everybody/intro/ergonomics/checklist/index_en.htm

18. **Drawing-up of an inventory or, where applicable, updating of the inventory of materials containing asbestos and other materials prohibited by european regulations and planning of risk management**

Drawing-up of an inventory or, where applicable, updating of the inventory of materials containing asbestos or other materials prohibited by law and planning of risk management. This includes:

- if the inventory has already been drawn up: result of inspection of the items listed in it
- if necessary, addition of new items identified
- visual inspection of the materials to assess their condition
- recommended measures to be taken to manage these materials

19. **Inspection of equipment to be installed and health and safety rules to be observed by service or work providers working at buildings (window cleaners, removers, cleaning companies, security firms, etc.)**

A Inspection of window cleaning equipment and verification of compliance with safety regulations

Inspection of equipment previously specified for each building, checking that the working methods and safety rules adapted for each building are duly complied with.

The inspection shall include verification that the material used, belonging to the firm in charge of cleaning the windows, complies with the rules and is duly controlled.

B Inspection of equipment and compliance with safety rules for removal personnel

Verification that the equipment used by removal firms complies with the regulations and that the safety rules are duly observed during removals.

The equipment inspected usually consists of a removal truck, a lift, conveyor, personal protective equipment and all the material needed by a removal team.

20. **Visual inspection of building with a view to identifying pathologies (damp, leaks, evacuation of sewage, waterproofness of window frames and roofs, evacuation of rainwater, water distribution, cracks, visible structural problems, etc.)**

Visual inspection of building with a view to identifying pathologies such as damp, leaks, evacuation of sewage, watertightness of window frames and roofs, evacuation of rainwater, water distribution.

21. **In high-risk regions: verification of building's compliance with anti-earthquake standards and measures**

Presentation of the local situation in terms of seismicity.

Examine the buildings and premises as it concerns the anti-earthquake compliance in accordance with the E.U. and the local normative for the respective protection according to anti-earthquake measures and standards.

Verification of the documentation (structural drawings, reports) on the anti-earthquake compliance.

Verification the existence of Country's earthquake design code of standards and if are respected.

22. Analysis of water at the source and at arrival points

Analysis to establish whether the water is of good quality and detect the presence of any Legionella bacteria.

23. Verifications of follow up works or assist in finding solutions in case of lack of appropriate local expertise

Based on previous health and safety inspections report the aim is to provide to the delegation the technical assistance and analysis to propose and develop some solution adapted to the local environment.

Such technical assistance may be considered as :

- Technical specification, study, and proposal analysis.
- Drawing, schematic
- Research of technical solution and product
- Local regulation analysis and equivalence
- Based on staff cost per hour

24. Training of local staff in health and safety aspects

To provide local staff in Delegations with general introductory courses on health and safety issues at work such as health and safety awareness, health and safety risks, earthquake precautions (where relevant), evacuation guidelines, specific issues such as hazardous substances, firefighting, first aid training, tools and equipment disposals (defibrillator, etc.).

A program of training shall be presented detailing the content of each lesson, the learning objectives, the timing and the illustrations and materials intended to employ. We also highly recommend organizing practical exercises as much as possible.

At the end of the training, a certificate bearing his name will have to be hand over at the end of all trainings to the local staff specifying the date, the subject of the training and the name of the company providing the training.

Also, a table of attendance will have to be signed by the local staff and handed over to the Delegation at the end of the training.

25. Assistance to EEAS for building audit and risk analysis

Building inspection, inventory and audit related to building structure, technical installation and risk assessment for new acquisition, sell, renovation, natural disaster (hurricane, earthquake, flooding..) and major accident (fire, pest contagion...) :

- General status of the building, structure, stability and compliance with building regulation
- Inventory of technical installations, status and recommendation
- Risk analysis with recommendation.

26. Establishment of a maintenance plan (life cycle) for owned buildings.

Based on the estimate of the general state of the building and equipment inventory the main objective is to present a report with a maintenance plan and planning of replacement or renovation with financial estimate. The installation concerned are:

- HVAC systems, boiler,
- Electrical installation high and low voltage, generator, UPS, network, switchboard, lighting...
- Hydro sanitary installation and networks
- Electromechanical equipment
- Security and safety equipment: fire detection, sprinkler, hydrant,....

27. Create health and safety guidelines for Delegations

Edit a general leaflet, adapted to the all Delegations, with recommendations on all topics related to Health & Safety, as mentioned on point 3.1.24.

A particular attention shall be paid to the clear writing and to the quality of the photos and illustrations.

On demand, a tailor-made leaflet for a particular Delegation shall be provided. In this case on the chapter "Evacuation guidelines", the leaflet shall include the recent plan of the building with indication of all emergency exits, the emergency paths to be used and the localisation of the "gathering point".

28. Assistance to EEAS headquarters in the preparation of technical documents

Analysis and drafting of document related to building engineering as :

- Technical specifications on project or equipment replacement,
- Architectural design or study related to special technics,
- Conformity to regulations (local & EU),
- Calculation note for limited structural investigation.

4. ELIGIBILITY OF TENDERERS

Tenders can be submitted by a single economic operator or jointly by two or more economic operators.

4.1. Joint tender

A joint tender is a situation where a tender is submitted by a group of economic operators.

In this case, the tender will clearly identify the division of tasks amongst the different operators.

Once the tender has been submitted, any change in the composition of the tenderer is not allowed, unless in the meantime one or more operators within the tenderer has been subject to a merger or a takeover (universal succession), and shall lead to the rejection of the corresponding tender.

The group will not be required to adopt a specific legal form in order to submit a tender.

If the contract is awarded to a group, the contracting authority may require the group to adopt a specific legal form after the award and prior to the signature of the contract. If the group is legally constituted (consortium), the contracting authority will sign the contract with the entity representing the group (consortium). Otherwise, the contract will be signed with all economic operators of the group. In this case, one of its members will be nominated "the leader" and will have full authority to bind the group and each of its members, and will be in charge of the administrative management of the contract (contact point, invoicing, receiving payments, etc.) on behalf of all other entities. The leader will receive power of attorney from the other members of the group to this end.

In any case, each member of the group will assume joint and several liabilities towards the contracting authority for the performance of the contract as a whole.

The already legally constituted consortium must have its own Legal Entity Form which is different from the Legal Entity Form of each individual member of the group.

4.2. Subcontracting

Subcontracting is allowed but the contractor will retain full liability towards the contracting authority for performance of the contract as a whole.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract and are required to identify all subcontractors whose share of the contract is above 10%.

The subcontractors whose share of the contract is above 10% must comply with the same exclusion and selection criteria applicable to tenderers and shall present exclusion and selection documents.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the contracting authority (see art. II.7 of the framework contract).

4.3. Access to public procurement

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties (European Member States) and to all natural and legal

persons in third countries which have a special agreement with the Union in the field of public procurement on the conditions laid down in the agreements.

Tenderers, including each member of a joint tender, must confirm that they have their headquarters or domicile in one of the abovementioned States and present the supporting evidence normally acceptable under their own law.

4.4. Non-exclusion and selection of tenderers

Tenderers who have access to public procurement are evaluated on the basis of the information provided in their tenders for:

- a)* Exclusion criteria
- b)* Selection criteria

4.4.1. Exclusion criteria

Tenderers shall provide a declaration on their honour, available at: http://eeas.europa.eu/jobs/docs/declaration-honour_en.pdf duly filled in, signed and dated, by the legally authorised representative.

This declaration shall be provided by each member of the group in case of joint tenders and is also required for identified subcontractors whose share of the contract is above 10%.

The contracting authority reserves the right to verify all information contained in the declaration by requiring the supporting documents listed herein.

The successful tenderer, including each member of the group in case of joint tender, shall provide the documents mentioned as supporting documents in the declaration on their honour before the signature of the contract and within a deadline given by the contracting authority.

4.4.2. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to perform the services subject to this call for tender.

The evidence requested shall be provided by each member of the group in case of joint tenders and identified subcontractor whose intended share of the contract is above 10%. A consolidated assessment of all the members together will be made to verify compliance with the minimum capacity levels.

If a tenderer is relying on other entities (e.g. parent company, other company in the same group, or third party) in order to achieve the required level of economic, financial, technical and professional capacity, its tender must contain a signed and dated statement by the concerned entity declaring firmly that the relevant resources shall be made at the disposal of the tenderer for this contract.

If an entity provides the whole or a very large part of the financial capacity to the tenderer, the contracting authority may demand that that the said entity signs the contract or that it provides a joint and several first-call guarantee, should that tender be awarded the contract.

(1) **Economic and financial capacity criteria and evidence**

Tenderers must demonstrate that they have the financial and economic capacity to perform this contract. In order for the contracting authority to assess this capacity, the tenderers shall submit the following evidence:

- a) financial statements for the past 3 financial years for which accounts have been closed;
- b) a declaration of the annual overall turnover for the last 3 financial years for which accounts have been closed. The amounts declared for the overall annual turnover must be verifiable with the amounts in the financial statements submitted under point above;
- c) a declaration of the annual turnover concerning the services (see the list under point 3.11) covered by this contract for the last 3 financial years for which accounts have been closed

--if the candidate is relying on other entities (e.g. parent company, other company in the same group, or third party) in order to achieve the required level of economic and financial capacity, its request to participate must contain a signed and dated statement by the concerned entity declaring firmly that the relevant resources shall be made at the disposal of the candidate for this contract.

Minimum capacity level(s) required:

- 1) The average annual turnover over the last 3 financial years for which accounts have been closed relating to the services covered by the contract (see the list under point 3.11) shall be 750,000 EUR. The exchange rate used to convert the turnover into euros will be the rate of December of the year of the financial statement as published at

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

In case the tenderer is a group of economic operators, a consolidated assessment of the minimum capacity levels of all the members together will be made.

(2) **Technical and professional capacity criteria and evidence**

Evidence of the technical and professional capacity of economic operators must be furnished on the basis of the following documents:

- a) a list of the most important service contracts of the tenderer in the field of this contract corresponding to the services indicated under point 3.11 signed or ongoing in the past three financial years for which accounts have been submitted (see point 4.4.2(1)a), with the annual contract value, the duration (start and end date) and the clients;
- b) a declaration on the average annual manpower employed by the tenderer in the last three financial years for which accounts have been submitted (see point 4.4.2(1)a):
 - in total,
 - in the fields related to services as described under point 3.11,
 - number of managerial staff.
- c) a tenderers' organisation chart, together with CV's of the principal directors and/or associates and managerial staff who will be directly responsible for performance of the contract.

d) the proportion of the contract which is intended to be subcontracted

e) statement from the relevant authority of the country in which the tenderer has its domicile or headquarters proving that the candidate is allowed to provide services described under point 3.11 in that country ;

The documents will be submitted by each member of the group. However, the requirements specified under this point must be met at least by the member(s) responsible for the relevant part of the performance of the contract, provided that the global technical and professional capacity of the candidate as a whole is proved.

Minimum level(s) of standards possibly required:

1) The tenderers must provide at least 2 clients' reference letters in the fields related to the services contracts during the last 3 financial years specifying whether the services have been carried out in a professional manner in compliance with the contractual terms. These proofs letters must relate to any of the services included in the list under point a).

In case the tenderer is a group of economic operators, a consolidated assessment of the minimum capacity levels of all the members together will be made

5. EVALUATION OF TENDERS ON THE BASIS OF THE AWARD CRITERIA

The tenderers shall provide the "Statement of compliance with the tender documents" at Annex 1 duly dated and signed in order to be considered technically compliant. The technically compliant tenders are then evaluated in order to award the contract to the tender offering the best value for money. For this purpose, the tender will be evaluated technically and financially.

5.1. Technical tender

The technical quality of the tenders will be evaluated on the basis of documents provided by the tenderers in the technical tender with regards to the award criteria. Each criterion is assigned a mark by the contracting authority on the basis of the scale in the table here below.

Technical award criteria

No	Description	Max. number points	Criteria
1	<u>Organisation of the services</u> This criterion will enable to assess the organisation of the services offered by the tender, including the different members of a joint tender and the resort to subcontractors. Tenderers	(50 points – minimum threshold 50%)	1. how the roles of the proposed team (in case of joint tenders, including subcontractors if applicable) are distributed for each task; 2. How the organisational structure proposed is responding to the service required.

	<p>will develop in detail the organisation they offer in particular provide detailed information for each questions.</p> <p>It also assesses the global allocation of time and resources to the contract and to each service, and whether this allocation is adequate for the performance of the services.</p> <p>The tender shall provide details on the allocation of time and resources and the rationale behind the choice of this allocation.</p>		
2	<p><u>Quality of data sheets</u></p> <p>3.11 Description of methods (items 1-28)</p>	(50 points – minimum threshold 50%)	<p>For items 1 to 22 give a detailed description of:</p> <ul style="list-style-type: none"> -the detailed structure of the inspection -the rules and regulations and/or reference literature -the appliances and equipment used-the assessment criteria <p>technical characteristics of electronic equipment, machines, material, and other relevant supply</p> <p>For items 23 to 28 give a detailed description of:</p> <ul style="list-style-type: none"> -the detailed structure of the services -the rules and regulations and/or reference literature -the methodology for the provision of the service
	TOTAL	100	

Any tender not scoring the minimum quality threshold of 50% of the points for each criterion and 60 points for all the criteria combined will be eliminated.

5.2. Financial tender

The prices for the tender must be tendered:

- in EUR;
- free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under;

- all inclusive. This means that, unless otherwise mentioned in these tender specifications, prices tendered for shall include all the costs to be incurred by the tenderers in order to provide the services;
- using the unit price schedule and the price scenario tables in annex (Annex A and Annex B). Any change in the tables as annexed to these tender specifications will lead to the rejection of the tender.

During the validity of the tender and the implementation of the contract, prices cannot be revised. During the implementation of the contract, they can however be indexed in conformity with art. I.3.2 of the framework contract.

The unit price schedule is binding during implementation of the contract. The price "scenario" is an estimate by the contracting authority of the quantities of the services over the duration of the contract in order to compare the financial tenders.

When completing the scenario, tenderers will specify the same unit prices tendered for in the unit price schedule, will multiply them by the quantities indicated by the contracting authority for each item and will calculate the total price.

Only the financial tenders submitted by those tenderers who have obtained an overall technical score of *60 points* or more and at least *50%* of the maximum score allocated for each individual criterion will be opened.

They will then be checked for arithmetical accuracy. Where arithmetical errors are found, tenderers will be requested to correct them.

5.3. Calculation of the overall score

The tender chosen will be that which offers the best value for money among the technically compliant tenders, namely the tender obtaining the best overall score P_i calculated as follows where the weighting is 60% for the quality and 40% for the price:

$$P_i = T_i * 0.60 + F_i * 0.40$$

T_i = (technical quality score of the tender under consideration / score of the best technical quality tender) * 100

F_i = (cheapest total price for the scenario / price of the scenario of the tender under consideration) * 100

6. CONTENT OF THE TENDER

The tender will contain:

1. a cover letter presenting the name of the tenderer, including all entities in case of joint tender, and identified subcontractors whose share of the contract is above 10%, and the name of the single contact person in relation to this tender. The cover letter must indicate the proportion of the contract to be subcontracted. In case of joint tender, the cover letter must be signed by a duly authorised representative for each operator and indicate the leading member with its e-mail address. It is the responsibility of the tenderers to consult regularly the e-mails received;

2. a letter of intent for each subcontractor whose share of the contract is above 10% stating their willingness to provide the services foreseen in the tender and in line with the present tender specifications;
3. a signed Legal Entity Form with its supporting evidence. The form is available at http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm . When the tenderer is a legal person, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced. When the tenderer is a natural person, a proof of registration on a professional or trade register or any other official document showing the registration number. The legally constituted consortium must present its own Legal Entity Form which is different from the Legal Entity Form of each individual member of the group;
4. a signed financial identification form and its supporting evidence. The form is at http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm, (bank account file - BAF). Even in case of joint tenders, one form must be submitted;
5. all the documents requested for the access to public procurement (point 4.3);
6. all the documents requested for the exclusion criteria (point 4.4.1);
7. all the documents requested for the selection criteria (point 4.4.2);

In addition to the above, tenderers shall submit all the requested documents listed below under "technical envelope" and "financial envelope". If any of these documents is missing, the contracting authority shall not request it and will proceed to the evaluation exclusively on the basis of the submitted documents. No further documents or improvement of the content of the tender can be requested by the contracting authority.

6.1. Technical envelope

- (a) The statement of compliance with the tender documents duly filled in, dated and signed. (Annex 1);
- (b) A description of the tender submitted. The tenderer will explain in detail its tender including detailing the tasks which will be performed by each member of a joint tender and each subcontractor whose share of the contract is higher than 10% (Annex 2);
- (c) Award criteria n° 1: organisation of the services (Annex 3);
- (d) Award criteria n°2: Quality of data sheets (Annex 4);

6.2. Financial envelope

- (a) the duly completed and signed unit price schedule (Annex A);
- (b) the duly completed and signed scenario (Annex B).

ANNEX 1 – TECHNICAL TENDER

Statement of compliance with the tender documents

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I, , the undersigned, being the authorised legal representative of *[to be completed with the name of the tenderer; for joint tenders, this must include all members]*, hereby declare that we have examined and accept without reserve or restriction all the terms and conditions set out in the invitation to tender, in the tender specifications and in the draft contract for the tender procedure referred to above and, where appropriate, waive the tenderer's own general or specific terms and conditions. We offer to provide the services on the basis of our technical tender and our financial tender which do not diverge in any way from the requirements described in the tender documents as drafted by the contracting authority. Our tender complies with all the technical requirements indicated in the tender specifications. We also undertake to respect these requirements scrupulously during the performance of the framework contract in case we become the awardee of the contract.

Name of the legal representative of the tenderer:

Signature:

Date:

ANNEX 2 – TECHNICAL TENDER

A description of the tender submitted. The tenderer will explain in detail their tender including detailing the tasks which will be performed by each member of a joint tender and each subcontractor whose share of the contract is higher than 10%

ANNEX 3 – TECHNICAL TENDER

Award criteria n° 1: organisation of the services

ANNEX 4 – TECHNICAL TENDER

Award criteria n° 2: Quality of data sheet

ANNEX A – FINANCIAL TENDER

Unit price schedule in EUR *(see comment point 6.2 Financial tender)*

Item	Description	Type of unit	Unit price in EUR
1	2	3	4
1	Verification of compliance with the legislation and rules (Ref. Art. 3.11.1)	Item	
2	Verification of the construction and structure (Ref. Art.3.11.2)	Item	
3	Inspection of the conformity of the fire-fighting (Ref.Art.3.11.3)	Item	
4	Inspection of lifts and hoisting installations (Ref.Art.3.11.4)	Item	
5	Inspection of garage doors, gates and fences (Ref.Art.3.11.5)	Item	
6	Inspection of motorised trucks and pallet trucks (Ref.Art.11.3.6)	Item	
7	Inspection of electrical equipment (Ref.Art.3.11.7)	Item	
8	Inspection of lightning conductors (Ref.Art.3.11.8)	Item	
9	Inspection of boilers and the gas equipment (Ref.Art.3.11.9)	Item	
10	Inspection by double sampling of gravimetric dust levels in offices (Ref.Art.3.11.10)	Item	
11	Inspection by sampling of the CO level in car parks (Ref.Art.3.11.11)	Item	
12	Inspection by double sampling of the ozone level (Ref.Art.3.11.12)	Item	

13	Examination of the air conditioning (Ref.Art.3.11.13)	Item	
14	Measurement and verification, by double sampling, of ambient conditions (Ref.Art.3.11.14)	Item	
15	Measurement by double sampling of lighting and noise levels (Ref.Art.3.11.15)	Item	
16	Inspection of facilities for disabled people (Ref.Art.3.11.16)	Item	
17	Inspection of work equipment and workstations (Ref.Art.3.11.17)	Item	
18	Drawing-up of an inventory of materials containing prohibited materials (Ref.Art.3.11.18)	Item	
19	Inspection of equipment to be installed and health by service or work providers (Ref.Art.3.11.19)	Item	
20	Visual inspection of building with a view to identifying pathologies (Ref.Art.3.11.20)	Item	
21	In high-risk regions: verification of building's compliance with anti-earthquake standards (Ref.Art.3.11.21)	Item	
22	3 analysis of water at the source and at arrival points (Ref.Art.3.11.22)	Item	
a	Provision of an Engineer to carry out, in the same mission, a complete health and safety inspection including the following items: Ref. Art. 3.11.1, 3.11.2, 3.11.3, 3.11.7, 3.11.9, 3.11.13, 3.11.16, 3.11.17, 3.11.18, 3.11.19, 3.11.20, 3.11.21 – report included	Man/day	
b	Provision of a Building Engineer/Architect (Team Leader/Expert) to carry out the services set out in the items: Ref. 3.11.23, 3.11.25, 3.11.26, 3.11.28 - report included	Man/day	
c	Provision of a Building Engineer/Architect (Assistant) to carry out the services set out in the items: Ref. 3.11.23, 3.11.25, 3.11.26, 3.11.28 - report included	Man/day	
d	Provision of a Building Engineer special technics (such as Stability, HVAC, plumber, electricity, acoustical, environmental policy) to carry out the services set out in the items: Ref. 3.11.23,	Man/day	

	3.11.25, 3.11.26, 3.11.28 - report included		
e	Provision of an Engineer in Health & Safety (Team Leader/Expert) to carry out the services set out in the items: Ref. 3.11.23, 3.11.24, 3.11.25, 3.11.26, 3.11.27, 3.11.28 - report included	Man/day	
f	Provision of an Engineer in Health & Safety (Assistant) to carry out the services set out in the items: Ref. 3.11.23, 3.11.24, 3.11.25, 3.11.26, 3.11.27, 3.11.28 - report included	Man/day	

When filling in this table, tenderers shall fill in the unit prices for each item and will not modify, add or subtract any item. Failing this, their tender will be eliminated.

Name of tenderer:

Name of the legal representative of the tenderer:

Date:

Signature:

Name of tenderer (to be filled in case of a joint tender):

Name of the legal representative of the tenderer:

Date:

Signature

ANNEX B – FINANCIAL TENDER

Price scenario over the duration of the contract in EUR

Item	Description	Type of unit	Estimated number of units over the maximum duration of the contract	Unit price in EUR (same currency as in annex A)	Total price in EUR (same currency as in annex A)
1	2	3	4	5	6 (4 x 5)
1	Verification of compliance with the legislation and rules (Ref. Art. 3.11.1)	Item	12		
2	Verification of the construction and structure (Ref. Art.3.11.2)	Item	12		
3	Inspection of the conformity of the fire-fighting (Ref.Art.3.11.3)	Item	12		
4	Inspection of lifts and hoisting installations (Ref.Art.3.11.4)	Item	24		
5	Inspection of garage doors, gates and fences (Ref.Art.3.11.5)	Item	96		
6	Inspection of motorised trucks and pallet trucks (Ref.Art.11.3.6)	Item	6		
7	Inspection of electrical equipment (Ref.Art.3.11.7)	Item	12		
8	Inspection of lightning conductors (Ref.Art.3.11.8)	Item	24		
9	Inspection of boilers and the gas equipment (Ref.Art.3.11.9)	Item	12		
10	Inspection by double sampling of gravimetric dust levels in offices (Ref.Art.3.11.10)	Item	32		
11	Inspection by sampling of the CO level in car parks (Ref.Art.3.11.11)	Item	24		

12	Inspection by double sampling of the ozone level (Ref.Art.3.11.12)	Item	32		
13	Examination of the air conditioning (Ref.Art.3.11.13)	Item	12		
14	Measurement and verification, by double sampling, of ambient conditions (Ref.Art.3.11.14)	Item	64		
15	Measurement by double sampling of lighting and noise levels (Ref.Art.3.11.15)	Item	32		
16	Inspection of facilities for disabled people (Ref.Art.3.11.16)	Item	24		
17	Inspection of work equipment and workstations (Ref.Art.3.11.17)	Item	12		
18	Drawing-up of an inventory of materials containing prohibited materials (Ref.Art.3.11.18)	Item	12		
19	Inspection of equipment to be installed and health by service or work providers (Ref.Art.3.11.19)	Item	12		
20	Visual inspection of building with a view to identifying pathologies (Ref.Art.3.11.20)	Item	12		
21	In high-risk regions: verification of building's compliance with anti-earthquake standards (Ref.Art.3.11.21)	Item	24		
22	3 analysis of water at the source and at arrival points (Ref.Art.3.11.22)	Item	64		
a	Provision of an Engineer to carry out, in the same mission, a complete health and safety inspection including the following items: Ref. Art. 3.11.1, 3.11.2, 3.11.3, 3.11.7, 3.11.9, 3.11.13, 3.11.16, 3.11.17, 3.11.18, 3.11.19, 3.11.20, 3.11.21 – report included	Man/day	200		
b	Provision of a Building Engineer/Architect (Team Leader/Expert) to carry out	Man/day	150		

	the services set out in the items: Ref. 3.11.23, 3.11.25, 3.11.26, 3.11.28 - report included				
c	Provision of a Building Engineer/Architect (Assistant) to carry out the services set out in the items: Ref. 3.11.23, 3.11.25, 3.11.26, 3.11.28 - report included	Man/day	230		
d	Provision of a Building Engineer special technics (such as Stability, HVAC, plumber, electricity, acoustical, environmental policy) to carry out the services set out in the items: Ref. 3.11.23, 3.11.25, 3.11.26, 3.11.28 - report included	Man/day	110		
e	Provision of an Engineer in Health & Safety (Team Leader/Expert) to carry out the services set out in the items: Ref. 3.11.23, 3.11.24, 3.11.25, 3.11.26, 3.11.27, 3.11.28 - report included	Man/day	100		
f	Provision of an Engineer in Health & Safety (Assistant) to carry out the services set out in the items: Ref. 3.11.23, 3.11.24, 3.11.25, 3.11.26, 3.11.27, 3.11.28 - report included	Man/day	150		
	Provision for travel, subsistence, accommodation and shipment expenses			Maximum	500.000
TOTAL					

When filling in this table, tenderers shall fill in in column 5 the same unit prices as tendered for in Annex A – financial tender. Tenderers will carefully calculate the total in column 6. They will do so for each item, they will not add, suppress or modify any item. Failing this, their tender will be eliminated.

Name of tenderer:

Name of the legal representative of the tenderer:

Date:

Signature:

Name of tenderer (to be filled in case of a joint tender):

Name of the legal representative of the tenderer:

Date:

Signature:

ANNEX I - LIST OF DELEGATIONS

ANNEX II - LIST OF DIRECTIVES

ANNEX III - MISSION ALLOWANCES

ANNEX IV - MIT – STANDARD BUILDING SPECIFICATIONS