

**Tender Specifications**

**Open Procedure**

**No. ECHA/2013/483**

**Title: Certification of the ECHA Integrated Quality Management System against ISO 9001:2008 Standard**

**Annex 4.3.5 – Award criteria document for AW1**

**Pre-certification services and activities**

(to check the readiness of the IQMS for ISO 9001:2008 certification and to produce a report)

planned for Q2 of 2014

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tasks | Person 1 (role) | Person 2 (role) | Person 3 (role) | Totals |
| **Resources** | (daily rate)… | (daily rate)… | (daily rate)… |  |
| Task 1 | (Number of days) | (Number of days) | (Number of days) | (Number of days) |
| Task 2 |  |  |  |  |
| ….. |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Subtotal (1) days |  |  |  |  |
| **Reimbursements** (if applicable)  |
| Item X |  |  |  |  |
| Item Y |  |  |  |  |
| ….. |  |  |  |  |
| Subtotal (2) cost of reimbursements |  |  |  |  |
| **Detailed description of the pre-certification audit and of all the necessary resources for the services related to the required tasks and activities to carry out the pre-certification audit:** |
| **Note: The tenderer may use a different format for the abovementioned description** |

*(table can be enlarged, if necessary)*

*Purpose of this document is the evaluation of AW1 and not a financial evaluation.*

*For simulation purposes, the size of the Agency is 600 staff members.*

*ECHA reimburses subsistence, accommodation and travel expenses for international travels and for domestic travels from distance exceeding 200 km.*

*In case you intend to get reimbursed, please make sure that all travel and subsistence expenses related to the implementation of the contract are included in your offer (section 3.1.1.2.3).*