

**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 – Financial Form - simulation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Price component* | *Unit price daily rate* | | *Quantity (number of days required by estimation)* | | *Total* |
| **Task 1: initial certification audit** (to perform a certification audit of the Agency’s management system against the ISO 9001:2008 standard, and providing the Agency with the related documentation) planned for Q4 of 2014 – Q1 of 2015 | | | | | |
| **Human resources** |  | |  | |  |
| Person X (role) |  | |  | |  |
| Person Y (role) |  | |  | |  |
| ….. |  | |  | |  |
| ….. |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| Subtotal (1) |  | |  | |  |
| **Reimbursements** (if applicable) | | | | | |
| Item X |  | |  | |  |
| Item Y |  | |  | |  |
| ….. |  | |  | |  |
| Subtotal (2) |  | |  | |  |
| ***Total Task 1*** |  | |  | |  |
| **Task 2: regular surveillance audit** (to check the continued compliance with the requirements for ISO 9001 certification, and, if applicable to attest the required adaptation of the IQMS to the requirements of the subsequent version of the ISO 9001 standard, that is expected to be issued in 2015; and providing the Agency with the related documentation) planned in Q4 of 2015 and in Q4 of 2016, depending on the date of the initial certification | | | | | |
| **Human resources** |  | |  | |  |
| Person X (role) |  | |  | |  |
| Person Y (role) |  | |  | |  |
| ….. |  | |  | |  |
| ….. |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| Subtotal (1) |  | |  | |  |
| **Reimbursements** (if applicable) | | | | | |
| Item X |  | |  | |  |
| Item Y |  | |  | |  |
| ….. |  | |  | |  |
| Subtotal (2) |  | |  | |  |
| ***Total Task 2*** |  | |  | |  |
| **Task 3: re-certification audit** (to perform a re-certification audit to confirm the continued certification according to ISO 9001, and providing the Agency with the related documentation) planned for Q4 of 2017 – Q1 of 2018, depending on the date of the initial certification | | | | | |
| **Human resources** | | | | | |
| Person X (role) | |  | |  |  |
| Person Y (role) | |  | |  |  |
| **…..** | |  | |  |  |
| **…..** | |  | |  |  |
| Subtotal (1) |  | |  | |  |
| **Reimbursements** (if applicable) | | | | | |
| Item X | |  | |  |  |
| Item Y | |  | |  |  |
| ….. | |  | |  |  |
| Subtotal (2) |  | |  | |  |
| ***Total Task 3*** |  | | | |  |
|  | **GRAND TOTAL** | | | |  |

*(table can be enlarged, if necessary)*

*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).*