

**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 – Reference Price List**

|  |  |  |
| --- | --- | --- |
| *Price component* | *Unit price (daily rate)*  | *Description of the role and capacity* |
| **Human resources** |  |  |  |
| Lead auditor |  |  |
| Auditor - specialist |  |  |
| Technical expert |  |  |
| Administrative support |  |  |
| ….. |  |  |
| ….. |  |  |
| ….. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Reimbursements** (if applicable) |
| Item X |  |  |
| Item Y |  |  |
| ….. |  |  |

*(table can be enlarged, if necessary)*

*Please include all possible profiles necessary.*

The activities foreseen for the period of the implementation of the contract

|  |
| --- |
| **Pre-certification services and activities** (to check the readiness of the IQMS for ISO 9001:2008 certification and to produce a report) in Q2 of 2014 |
| **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 |
| **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 |
| **Other audits, if required and not covered in the frame of the surveillance and re-certification audits** (for example additional audits in connection with the pre-certification audit, related to an extension of the scope of certification, following adaptations to changed standard requirements, or similar; and providing the Agency with the related documentation) to be arranged according to need and on request of the Agency |
| **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 |
|  |  |  |  |

*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).*