

Helsinki, 22 December 2014

Open call for tenders ECHA/2014/344

Multiple FWC for the Provision of Interim staff for ECHA

Question 2.1:

Would it be possible to provide us additional information regarding to the following statement in the tendering documents:

"Travelling to the ECHA offices and related expenses are not reimbursed to either interim staff or contractor"

- Are you able to provide figures by title how much travel is in general level required?
- Is this travel within Finland or also abroad?
- If its abroad is the supplier responsible also for the insurances and payment of the daily allowances?

Answer:

The place of performance of the services shall be ECHA's premises exclusively. The interims will be assigned to ECHA headquarters in Helsinki (Annankatu 18, 00120 Helsinki, Finland.).

Question 2.2:

We have received notice of a tender on the tenders direct portal, and would like to find out whether this tender includes senior/ executive interim roles please.

Answer:

*The interims will not perform senior/executive roles, but **supporting roles** that may concern the execution of the following tasks:*

1. secretary/clerical tasks,
2. administrative support,
3. communication support,
4. human resources support,
5. conference hostess or host,
6. conference organiser,
7. budgetary and financial accountancy support,
8. procurement and contract management support,
9. ICT staff (e.g. database administrator, system administrator/ architect/developer/programmer, support),
10. facilities/maintenance staff,
11. safety/security support,
12. scientific administrative support,
13. legal and regulatory affairs support,
14. driver (optional).

The various tasks categories listed above are generic descriptions. The profiles and skills required will be described in greater detail with each specific request.

ECHA