

Helsinki, 19 -12- 2014

Open call for tenders ECHA/2014/344

Multiple Framework Contract for the provision of interim staff to ECHA

The following corrections are made to the Tender specifications:

1) Section 1.2 DESCRIPTION OF TASKS

Working hours and Holidays

Instead of:

1. The normal working week shall be 40 hours. Core hours shall be identical to those applicable to statutory staff, i.e. 09:30-11:30 and 14:30-16:00. ECHA will not pay any hours worked above a weekly total of 40 hours, unless overtime work is expressly authorised by ECHA, in writing.

It shall read:

1. The normal working week shall be 37,5 hours (with a normal working day of 7.5 hours) and can be 40 hours (up to 8 hours per day), in accordance with the applicable Finnish legislation and collective agreement(s). Core hours shall be identical to those applicable to statutory staff, i.e. 09:30-11:30 and 14:30-16:00. ECHA will not pay any hours worked above a weekly total of 40 hours, unless overtime work is expressly authorised by ECHA, in writing.

2) Section 4.2 – Annex 4.2.4 Financial offer form

The Financial offer form will be replaced by the form attached to this Corrigendum.



Geert Dancet
Executive Director



Jukka MALM
Deputy Executive Director



Tender Specifications

Open Procedure

No. ECHA/2014/344

Framework Service Contract for the provision of interim staff

Annex 4.2.4 – Financial Offer Form

FINANCIAL OFFER

Offer for Scenario Price calculation

Job type (profile)	Need for the profile in %	Daily Rate without VAT	Weighted Price (=daily rate multiplied by percentage for the profile)
1. Secretary/clerical tasks	19%		
2. Administrative support	33%		
3. Communication support	2%		
4. Human Resources support	2%		
5. Conference hostess or host	1%		
6. Conference organiser	4%		
7. Budgetary and financial accountancy support	1%		
8. Procurement and contract management support	1%		
9. ICT staff (e.g. database administrator, system administrator/ architect/developer/programmer, support)	2,5%		
10. Facilities/maintenance staff	1%		
11. Safety/security support	6,5%		
12. Scientific administrative support	24%		
13. Legal and regulatory affairs support	2%		
14. Driver (optional)	1%		
Grand Total (sum of weighted prices for profiles 1 to 13, optional profile 14 excluded)	100%		

Important note:

1- Tenderers are requested to complete and sign this 'Offer for Scenario'. Scenario of prices to be invoiced to ECHA must be all inclusive and given by **daily** rate for each job type.

2- Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Communities, ECHA is exempted from all duties, taxes and other charges, including VAT. Consequently, these duties, taxes and other charges can therefore not enter into the calculation of prices. Tenderers are requested to indicate separately in their tender the applicable VAT (see price list below).

Signature of the Tenderer:

PRICE LIST

Job type	Price per day in €	
	Daily Rate Without VAT	Daily Rate Included VAT
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)	€	€

Important note:

This price list will be used for the implementation of the FWC, not as assessment basis for the offer.

Signature of the Tenderer:

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