

## **ANNEX A.1 – TECHNICAL SPECIFICATIONS**

**Open Call for Tender**

**No F-SE-14-T05**

**Provision of Building Alteration and Repair services**

## TABLE OF CONTENTS

<u>1</u>	<u><a href="#">Background information</a></u> .....	3
<u>2</u>	<u><a href="#">General Scope of the services</a></u> .....	3
<u>3</u>	<u><a href="#">Provision of building alteration and repair services</a></u> .....	3
<u>4</u>	<u><a href="#">Related conditions and requirements</a></u> .....	4
<u>4.1</u>	<u><a href="#">Contract management</a></u> .....	4
<u>5</u>	<u><a href="#">Related Profiles</a></u> .....	4
<u>6</u>	<u><a href="#">Scenario – Building alteration and repair services</a></u> .....	5

## **1 Background information**

The European Union Agency for Fundamental Rights (the “Agency”) is situated at Schwarzenbergplatz 11, 1040 Wien. The total floor space is approximately 6.000 sqm. It is a 6 floor building with garage for two cars and a delivery area. The services are requested at the premises of the Agency.

## **2 General Scope of the services**

The scope of the services to be covered by the contract between the Agency and the successful tenderer includes all aspects of building alterations and repair services at the Agency’s premises.

## **3 Provision of building alteration and repair services**

The services to be provided relate to the alteration of any fixed structural elements such as walls, doors, electrical cabling, plumbing that have been identified as faulty or requiring modifications and enhancements to accommodate the Agency’s changing needs, including, but not limited, to:

1. Building and masonry alterations and repairs like, for instance,:
  - demolition of walls,
  - plastering,
  - joinery installation,
  - floor and wall covering,
  - painting and glazing, etc
2. Installation of electrical wiring and fittings like, for instance:
  - electrical wiring and fittings,
  - electrical heating systems,
  - residential antennas and aerials,
  - lightning conductors, lighting systems, etc.
3. Carpentry alterations and repairs, like, for instance:
  - Wooden installations
  - Doors
  - separations
  - Other structured works
4. Plumbing alterations and repairs like, for instance:
  - fittings,
  - heating, ventilation, refrigeration or air-conditioning equipment and ducts,
  - sprinkler systems, etc.
5. Other building installations alterations and repairs

## 4 Related conditions and requirements

### 4.1 Contract management

The contractor will identify a Project Manager/Supervisor within its organization responsible for all administrative communications with the Agency. Similarly, the Agency will identify a staff member who will be the Agency's main contact person.

In addition, the contractor's Project Manager and/or a Supervisor are expected to:

- Have a thorough knowledge of the various tasks defined above
- Maintain and follow-up the execution of the requested services.

The contractor shall ensure that all applicable health and safety provisions are met when undertaking any of the listed services in section 3. The contractor shall be insured in cases of accidents occurring during the execution of the alteration and repair services.

The contractor is also requested to collaborate with the service provider responsible for the maintenance services of building as assigned by the building owner of the premises.

## 5 Related Profiles

The following profiles will be requested from the contractor for the performance of the services described above:

Profile
Electrician
Plumber
Carpenter
Builder
Project Manager/Supervisor

Each profile proposed should have, as a minimum, the following professional qualifications:

- 2 years of professional experience in the fields for which they are proposed and
- a certificate issued by a competent authority certifying their competency in undertaking the services/works for which they are proposed.

## 6 Scenario – Building alteration and repair services

In their technical offers, tenderers are requested to propose their best organisation and resource allocation to carry out the different tasks included in the scenario described below.

The tenderers shall explain which will be the approach envisaged and the activities to be undertaken to carry out the services in the defined scenario.

It shall be noted that the proposed scenario will be used to assess the tenders during the evaluation phase. The overall prices indicated in the tenderers' proposals neither represent an amount that will correspond to the overall value of the framework contract, nor do the particular services necessarily represent the only services that will be contracted through the specific contracts.

The tenderers are requested to provide their technical and financial proposals based on the following list of activities covered in the proposed scenario:

The Agency wishes to undertake the following tasks:

**Task 1 –Area alteration (room separation):** To build a wall separating a large room. The room size is 12m long and 4m wide. It needs to be separated in two rooms connected with an internal door creating two spaces, of 8m long x 4m wide and 4m long and 4m wide each. For the purposes of the scenario, the wall separation dimensions are: 4m wide and 3m high and 15 cm thick.

It is necessary to provide appropriate protection against dust. The separation should include a standard door. There is no need for the door to be fire-proof.

Materials should include gypsum plaster boards, metal frame, the door frame and door handle, plate and lock (in brass).

The task also includes painting of the separation section.

**Task 2 - Electrical alterations:** Installation of a light switch beside the door. The electrical wiring connection from an existing switch to the new switch (distance 10m approx.) shall be undertaken. The chasing wiring shall include cutting plaster, installing conduits, plastering and painting of relevant areas.

**Task 3 – Plumbing alterations:** When the smaller room is created, it includes a heating unit connected to the central heating. This needs to be isolated so that there is no heating in the room.

The timeframe for the execution of the above tasks is maximum period of 4 months. The tenderer should describe the health and safety measures that will be implemented during the execution of the tasks described above.

The tenderers' technical and financial offers shall cover the tasks described above and include:

1. A description of the activities to be undertaken to address the listed tasks. The description shall be written using clear statements understandable by a non-technical audience
2. Prices for each of the task and the total price for the scenario as requested in the Financial offer form. In addition, tenderers should provide prices per hour and per-day for each of the profiles requested under Section 5 for information purposes only, following the template provided in the Financial offer form.