



ANNEX A.1

F-SE-12-T06

Logistic Services

TECHNICAL SPECIFICATIONS

Table of Contents

1	Background information	3
2	General Scope of the Services.....	3
3	Description of Logistic Services.....	3

1 Background Information

The Agency is situated at Schwarzenbergplatz 11, 1040 Vienna. The total floor space is approximately 6, 000 square meters. It is a 6 floor building that includes delivery and storage areas.

The building has two elevators; one can be used to move items from one floor to another.

The Agency is currently under expansion and certain internal office reallocations take place. In addition, there are a number of events organised in-house and may require the reorganisation of its layout.

The Agency needs to dispose certain equipment that is not of use, i.e. broken office items and IT equipment (PCs and screens). Therefore, there is a need to transfer these items to the disposal area in Vienna or surroundings, as well as to get a certificate of the disposed items.

In this regard, the Agency requires the provision of logistic services.

2 General Scope of the Services

The scope of the services to be covered by the contract between the Agency and the successful tenderer encompasses all aspects of logistic services as outlined in the following sections.

3 Description of logistic Services

The services will be split into the following categories:

- 1. Removal requests:** e.g. office furniture, working desks, boxes, IT equipment, electronic equipment, etc.. These removals relate to services inside the building premises. The most part of the removals will be office furniture and equipment. An indicative amount of person days for the required service is approximately 80 man hours per month.
- 2. Small repair requests:** e.g. change of broken bulbs where the ceilings are too high, placement of office equipment such as boards, etc.
- 3. Waste disposal:** Disposal of waste items to identified areas around Vienna, i.e. MA 48 or similar public or private service providers. The items to be disposed include files, furniture, monitors, scanners, electronic equipment, etc. A detailed report of the disposed items should be provided. The costs for the transfer of the disposed items and the possible charges for the disposal by the service provider will be charged based on

provided invoices. It is expected to use such services approximately twice a year.

4. **Freight services:** Arrange a pick-up from/to FRA and deliver to/from another European member state. The services to be provided shall include all necessary planning, transport, freight service, customs clearance and delivery of goods of the Agency from our source to the final destination (the destination will be defined by FRA). The goods have to be placed to the relevant destination "door to door".
 - a. It is expected to request up to 10 EU-wide freight deliveries per year.
 - b. Depending on the destinations the delivery time will be agreed in advance and should be met by the contractor.
 - c. Packing material: The contractor should provide boxes and packing material, if required. This should be included in the offered price.
 - d. Tracking: The contractor should be able to provide information about the delivery status of the transported goods.
 - e. Contact person: The contractor should be able to assign a contact person dealing with administrative issues.
 - f. Claims: The contractor should have a procedure to claim for a lost, damaged or delayed shipment.