

## Clarifications during tendering Questions and Answers I

Vienna, 8 June 2011 /6002  
Reg.

**Tender:** Open call Medical services for Staff Members of the European Union Agency for Fundamental Rights (FRA) - P/SE/11/02

European Union Agency for  
Fundamental Rights

**Subject:** Clarifications during tendering

Agence des droits fondamentaux  
de l'Union Européenne

Agentur der Europäischen Union  
für Grundrechte

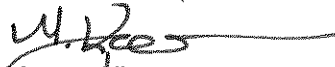
Dear Sir / Madam,

FRA  
Schwarzenbergplatz 11  
AT – 1040 Vienna  
Austria

We received questions of general interest from the tenderers. Please find herewith the answers to these questions.

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Yours faithfully,



Morten Kjaerum  
Director

## Medical services for Staff Members of the European Union Agency for Fundamental Rights (FRA)

**F/SE/11/02**

### Questions and Answers I

#### Question 1:

Is the Contractor entitled to annual leave? How long?

#### **Answer 1:**

*The contract does not foreseen entitlement to annual leave paid by the Contracting Authority. The Medical Advisor's holiday periods will be coordinated and agreed in advance with the Contracting Authority.*

#### Question 2:

At the moment I am employed and therefore I have covered professional insurance. Is an extra insurance at the tendering stage a must?

#### **Answer 2:**

*The Contracting Authority would like to clarify the following:*

- 1. The Medical Advisor will provide medical services to FRA but **will not be employed** by FRA. Therefore, the successful tenderer must hold a professional risks indemnity insurance to perform the medical services requested under the contract.*
- 2. In accordance with Section 17.2.1 Economic and Financial Capacity for Lot 1, tenderers must present, at the tendering stage, evidence that they hold a professional risks indemnity insurance to perform the medical services requested by FRA. If the professional insurance mentioned by the tenderer in the question does not cover the provision of medical services outside the place of employment of the tenderer, then the tenderer will need to present an additional professional risk indemnity insurance covering the performance of the medical services requested by FRA.*

#### Question 3:

Is there a room designated for the Medical Advisor at FRA premises? Bed, First-Aid, PC...

#### **Answer 3:**

*Yes, there is.*

#### Question 4:

Is there a standard form (family history, case history, medication...) for the pre-employment screening?

**Answer 4:**

*FRA did not have in the past a Medical Advisor. Therefore, a standard form for the pre-employment screening does not exist. The successful tenderer is expected to undertake this task as part of the contract.*

**Question 5:**

Does this daily fee apply also for doctors from Vienna?

**Answer 5:**

*Assuming that the tenderer refers to the daily fee that tenderers have to include in their financial offers for the first and second day of mission to Brussels, the answer is yes, the daily fee would also apply to a doctor from Vienna when he/she is requested to go on mission.*

**Question 6:**

The travel expense, accommodation and other costs for Brussels, how are they reimbursed?

**Answer 6:**

*Tenderers are requested to include in their financial offers a daily fee for the first day of mission to Brussels and for the second day of mission on. In this fee, the tenderer is expected to have included the following costs:*

- *For the first day, the travel cost, accommodation cost and costs of meals.*
- *For the second day on, only the cost for accommodation and meals.*

*No expenses will be reimbursed for missions to Brussels. The contractor will be paid the corresponding daily fee depending on the number of days he/she has been on mission.*

**Question 7:**

Is an electronic database for medical records of the staff possible?

**Answer 7:**

*At the moment there is no electronic database for medical records for the staff but in the future it can be possible.*