

**Clarifications during tendering  
F-SE-16-T04  
Provision of Cleaning Services  
Questions and Answers I**

Vienna, the 15/06/16  
Ref: 2016-outgoing- 000826

**Reference:** Open call for tender F-SE-16-T04 Provision of Cleaning Services  
**Subject:** Clarifications during tendering

Dear Sir/Madam,

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

Yours sincerely,



rb Michael O'Flaherty  
Director

**Clarifications during tendering**  
**F-SE-16-T04**  
**Provision of Cleaning Services**  
**Questions and Answers I**

**Question 1:**

What price should be figured out in the price table - price for one cleaner or for four cleaners 08:00-17:00?

**Answer 1:**

The price should be indicated per person per hour.

**Question 2:**

Which unit/ period the price should be mentioned (day, week, month, year)?

**Answer 2:**

Please see answer 1.

**Question 3:**

What is the average number of non-working days?

**Answer 3:**

The average number of non-working days in Austria is 10.

**Question 4:**

Should the price be for one non-working day or for all non-working day?

**Answer 4:**

The price should be indicated per person per hour.

Annex C – Standard Submission Form shall be amended accordingly.

**FORM F.1 – FINANCIAL OFFER TEMPLATE**

[To be submitted in a separate sealed envelope clearly stating "Financial Offer" following the instructions laid down in Annex A – Tender Specifications]

**F-SE-16-T04**

**Provision of Cleaning Services**

**IDENTIFICATION OF THE TENDERER:**

Name: .....

Contact person: .....

Address: .....

Phone: .....

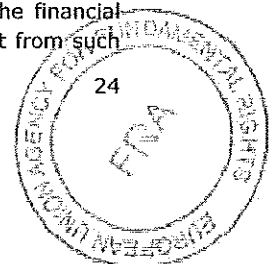
Fax: .....

Email: .....

<b>Financial proposal in Euro<sup>3</sup></b> (based on the information given in Annexes A and A.1 covering financial award criteria)		
Item	Price <sup>4</sup> per person per hour	Weighting

<sup>3</sup> All prices must be quoted in Euro, and, where necessary, using the conversion rates published in the C series of the Official Journal of the European Union on the day when the offer is issued. This information is also available on the website of the European Central Bank at the following URL: <http://www.ecb.int/stats/eurofxref/>

<sup>4</sup> Prices must be inclusive of all costs and expenses, directly and indirectly connected with the services to be provided and including all costs (like overheads, travel and subsistence allowances). The financial proposal shall exclude all duties, taxes and other charges (including VAT), as FRA is exempt from such



Cleaner - Monday to Friday (on Austrian working days)		90%
Cleaner - Non- working days in Austria		10%
<b>TOTAL</b>		

*Signed (authorised signature) on behalf of the Tenderer*

Full name: .....

Date: .....

Signature: .....

Stamp:.....

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charges. According to Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the Communities are exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted.

