



27 April 2012

**Clarification No 1 for Inter-institutional open call for tenders:**

**Framework service contract for the provision of medical services**

**Reference number: EEA/ADS/12/001**

**Question 1:**

What is the distribution of your employees by men, women and age distribution?

**Answer 1:**

*The table below provide an overview of the gender and age split of the EEA staff members (in percentage):*

<i>Female 55%</i>	<i>Male 45%</i>	<i>Age</i>
<i>8.27</i>	<i>2.76</i>	<i>Up to 34</i>
<i>8.27</i>	<i>9.64</i>	<i>35 - 39</i>
<i>13.15</i>	<i>9.18</i>	<i>40 - 44</i>
<i>12.65</i>	<i>6.43</i>	<i>45 - 49</i>
<i>6.33</i>	<i>10.11</i>	<i>50 - 54</i>
<i>4.38</i>	<i>3.67</i>	<i>55 - 59</i>
<i>1.95</i>	<i>3.21</i>	<i>60 and above</i>
<i>55 %</i>	<i>45 %</i>	

**Question 2:**

Concerning language we need to know whether it is a requirement that our doctors can speak French.

**Answer 2:**

*The knowledge of French is not compulsory but would be advantageous, for instance to participate efficiently to the meeting of the Inter-institutional Medical College of the European Communities.*

**Question 3:**

Attached there is a document for travel expenses; does this mean that this is part of the price?

**Answer 3:**

*Please refer to sections 10 and 11.3.2 of the tender specifications where it is stated that the price quoted must be **all-inclusive** (i.e. include all relevant costs and expenditure (e.g. management and administrative costs, travel costs, etc...)). The provisions of Annex 7 on Travel and subsistence reimbursement rules only apply to the exception specified in section 7.2.3 of the tender specifications in respect of costs entailed by the participation to the meeting of the Inter-institutional Medical College of the European Communities.*

**Question 4:**

In the tender specifications, reference is made to anti-flu campaigns and any other vaccination campaigns; is this part of the agreement and the price?

**Answer 4:**

*The tasks listed under section 7.2.3 of the tender specifications form part of the mandatory services to be provided under the contract. The price for performance of these services shall be quoted in the price quotation (Annex 5 to the tender specifications) under P<sub>6</sub> – Any other medical services (per hour). The vaccines are provided by the institutions concerned who bear the associated cost.*

**Question 5:**

In what form do you want employees to receive the questionnaire before the examination?

**Answer 5:**

*If the question refers to the compulsory medical examination for pre-recruitment, the questionnaire is provided to the future staff member by the human resources department of the institution concerned directly.*

**Question 6:**

With regard to Annex 8 – Privacy statement, should it be signed by the tenderer?

**Answer 6:**

*Annex 8 is meant merely for information to the tenderer and does not need to be signed.*

**Question 7:**

In the tender specifications reference is made to a total number of 234 employees; will they have to undergo examinations distributed over the year?

**Answer 7:**

*Please refer to the tender specifications, section 7.2.2 where it is stated that all staff members shall undergo a medical check-up every year either by the institution's medical adviser or by a medical practitioner of their choice. This annual medical examination is a recommendation to the staff members but it is left to their discretion whether to undergo such an examination and if so by whom.*

**Question 8:**

How the answers to the test are kept confidential if it is necessary for a possible employment with the EEA or the European Commission Representation in Denmark?

**Answer 8:**

*The questionnaire is strictly confidential to the applicant and the medical adviser and shall not be disclose to any third party. As specified in the tender specifications under section 7.2.1, the medical adviser shall issue a medical certificate indicating his/her decision related to the fitness of the applicant. The medical certificate shall be drafted in accordance with the template provided in Annex 10 to the tender specifications (page 11 of 11).*

**Question 9:**

Regarding the pre-recruitment examination, Annex 10 to the tender specifications, could you please specify:

- at what level the contracting authorities would like the examination of the "urogenital tract" to be performed
- which preferred blood test is expected to be performed

**Answer 9:**

*Please refer to section 7.2.1 of the tender specifications where it is stated that the purpose of the pre-recruitment medical examination is to ensure that future staff members are physically fit to perform their duties. To that end it is expected that the medical adviser would performed at least the minimum standard examination required to assess the fitness of the future staff member. As specified further in the last paragraph of section 7.2.1 of the tender specifications, the medical adviser, on the basis of the results of this medical examination, may request the future staff member to undergo further examinations. In such a case, the additional costs shall be borne by the future staff member.*

*It is expected that the medical examination is carried out in accordance with the protocol specified in Annex 10 to the tender specifications. It is entirely up to the tenderers to decide on the range of services they can offer for the price quoted, bearing in mind that their tender will be assessed in terms of their understanding and appreciation of the level of services to be carried out, and in particular their facilities and technical equipment, tools or materials to be employed for performing the services, in pursuance with award criterion No 1 under section 11.3.1 of the tender specifications.*

*For the sake of a meaningful comparison of the tenders, tenderers are required to quote prices in accordance with the terms specified in the tender specifications (sections 10 and 11.3.2), namely tenderers shall complete the price quotation attached as annex 5 to the tender specifications quoting a single price for each of the 6 services to be provided. Quotation of different price-options according to different type of services is not allowed and will lead to the exclusion of the tender from the award process.*

**Question 10:**

Regarding the annual medical examination, Annex 11 to the tender specifications, could you please specify:

- at what level the contracting authorities expect the gynaecological screening to be performed
- the preferred extent of the ophthalmological examination
- the preferred lower age limit for the echography of the prostate gland
- the preferred type of blood test to be performed

**Answer 10:**

*Please refer to section 7.2.2 of the tender specifications where it is stated that the purpose for the annual medical examination is to detect early enough any health issue and/or illnesses. To that end it is expected that the medical adviser would performed at least the minimum standard examination required to assess the health situation of the staff member. As specified further in the last paragraph of section 7.2.2 of the tender specifications, the medical adviser, on the basis of the results of this medical examination, may advise the staff member to undergo additional tests. The staff member concerned is free to decide whether to do those additional tests and he/she shall bear the corresponding costs.*

*It is expected that the medical examination is carried out in accordance with the protocol specified in Annex 11 to the tender specifications. It is entirely up to the tenderers to decide on the range of services they can offer for the price quoted, bearing in mind that their tender will be assessed in terms of their understanding and appreciation of the level of services to be carried out, and in particular their facilities and technical equipment, tools or materials to be employed for performing the services, in pursuance with award criterion No 1 under section 11.3.1 of the tender specifications.*

*For the sake of a meaningful comparison of the tenders, tenderers are required to quote prices in accordance with the terms specified in the tender specifications (sections 10 and 11.3.2), namely tenderers shall complete the price quotation attached as annex 5 to the tender specifications quoting a **single** price for each of the 6 services to be provided. Quotation of different price-options according to different type of services is not allowed and will lead to the exclusion of the tender from the award process.*

**Question 11:**

Regarding the price to be quoted for prostate screening P5, could you please specify the type of examination expected to be performed (a digital examination of the prostate gland, a measurement of the blood test PSA, or an echography of the prostate gland by a specialist in urology)?

**Answer 11:**

*It is expected that the medical examination is carried out in accordance with the protocol specified in Annex 11 to the tender specifications, namely a rectal examination of the prostate for men from the age of 45 onwards if medically indicated and an echography of the prostate for men from the age of 50 onwards if medically indicated. However, it is entirely up to the tenderers to decide on the range of services they can offer for the price quoted, bearing in mind that their tender will be assessed in terms of their understanding and appreciation of the level of services to be carried out, and in particular their facilities and technical equipment, tools or materials to be employed for performing the services, in pursuance with award criterion No 1 under section 11.3.1 of the tender specifications.*

*For the sake of a meaningful comparison of the tenders, tenderers are required to quote prices in accordance with the terms specified in the tender specifications (sections 10 and 11.3.2), namely tenderers shall complete the price quotation attached as annex 5 to the tender specifications quoting a **single** price for each of the 6 services to be provided. Quotation of different price-options according to different type of services is not allowed and will lead to the exclusion of the tender from the award process.*