

VT/2006/048

Question :

The documentation does not specify the main place of performance of the service. To our understanding, many of the services to be provided can be executed both at the Directorate's premises or the contractor's premises.

- 1- If our tender envisages the main technical works to be performed off-site, keeping just project management, meetings and deployment activities to be performed on-site, will it be considered valid?
- 2- If the contractor does not have premises in Belgium, will your organisation provide basic office installations to the project teams in your own premises for the execution of the on-site activities?
- 3- Has your organisation already developed a vision regarding the organisation of the on-site versus off-site activities, in terms for example of percentual distribution or activities allowed to be performed off-site?

Reply :

The contract in question concerns technical support and assistance to the Secretariat of the Technical Commission in the area of co-ordination of social security.

This Secretariat is based in Unit E.3 of DG Employment of the European Commission whose offices are located in Brussels. As described under point 3 of the tender specifications, 'Purpose of the contract' "..... The contractor will have to work in very close collaboration with the Secretariat of the Technical Commission on Data Processing (provided by Unit E3) and the activities will be carried out in Brussels.....".

The contract will be performed at the premises of the contractor, though the many meetings detailed in the tender specifications will require the contractor's frequent presence at meetings in the offices of the European Commission and sometimes, as also stated in the specifications, at short notice. No provision for on-site office space for the staff of the successful contractor in the offices of the European Commission is foreseen.