



Vilnius, 14. 11. 2016
EIGE/VL/mvs D/2016/ 688

Tender: EIGE/2016/ADM/20
**Provision of interim personnel services to the European Institute
for Gender Equality**

Subject: Answers to requests for clarifications regarding the Tender

From a potential tenderer we received questions that might be of general interest.
Please find herewith the answers to these questions.

Procurement
EIGE

EIGE/2016/ADM/20. Questions & Answers Nr.1

Question 1: Fluctuation of interim staff needs. The tender specifications state that, on average, there were 6,91 interim personnel working at EIGE in 2015.

- What is the range of how many interim staff are needed at any given moment?

Answer 1:

The average of interim personnel during 2015 was 6.91, fluctuating from 5 in July (the lowest peak) to 9 in December (the highest peak).

Interim staff is requested depending on EIGE's needs. This request can come from the need of personnel due to a prolonged sick leave, maternity leave, an extra support on a certain period etc.

Question 2:

- Would it be possible to specify the pattern of this fluctuation over a period of time? It would be very helpful if these numbers were classified as to the type of positions held by interim personnel.

Answer 2:

Monthly fluctuation during 2015

	1	2	3	4	5	6	7	8	9	10	11	12	Average
ICT Administrative Support	1	1	1	1	1	1							
Administrative Support to Contract Management (procurement)	1	1		1	1	1	1	1	1	1			
Assistance to Communication Team	1	1	1	1	1	1	1	1	1	1			
Administrative Support to RDC (Research and Documentation Centre)	1	1	1	1	1	1	1	1	1	1	1	1	
General assistance to Administration Unit	1	1	1	1	1	1							
50% Assistance to operations - 50% assistance to RRHH	1	1	1	1	1	1	1	1	1	1	1		
Support to Editing and Printing	1	1	1			1	1	1					
Operations Assistant								1	1	1	1	1	
Knowledge Management and Communication Assistance									1	1	1	1	
Online and facilities assistance									1	1	1	1	
Support to Editing and Printing									1	1	1	1	
Knowledge Management and Communication Assistance											1	1	

Knowledge Management and Communication Assistance												1	1
Administrative Support to Contract Management (procurement)													1
Assistance to HR section													1
TOATAL	7	7	6	6	6	7	5	6	8	8	8	9	6.92

Question 3: Profiles of interim staff.

- Could you please specify the types of services that were provided by the 2015 interim staff? An example of possible combinations of staff needed at any particular moment would be very useful.

Answer 3:

This question is already answered during question number 2.

Question 4:

- The tender notes that there will be a need for specialists in three categories (junior specialist, specialist and senior specialist). What positions would be held in each of these categories?

Answer 4

Junior specialist –Logistics or filling and archiving will held under this requirement. During 2015 EIGE did not have any interim personnel under these positions.

Specialist – This is the most common request of interim personnel.

Senior Specialist – This position requires a very high grade of specialisation. At the moment EIGE has never required it before.

Question 5: Compensation.

- Could you possibly provide the current compensation range for personnel in the above named categories who are employees of EIGE?

Answer 5

This information is an integral part of the procurement procedure and subject to local prevailing labour market conditions. This is the first time that these categories for interim staff are being requested.

Question 6: Non-regular working hours.

- Standard working hours are from 9:00 a.m. to 6:00 p.m. How many irregular/overtime working hours e.g. in the evening or during the weekend due to specific EIGE events

or needs could be expected? This may significantly impact the range of compensation for interim personnel.

Answer 6

Interim personnel is not allowed to work neither overtime hours neither to work outside EIGE's core hours (from 08:00 to 20:00) from Monday to Friday.

Question 7: Cancellation of previously initiated procurement.

- There was a tender call for interim personnel services in April of 2016. We would like to inquire what interrupted the implementation of that procurement procedure and led to a new tender?

Answer 7

EIGE initiated an investigation in order to verify whether the presumed substantial errors, irregularities and fraud actually occurred during the procurement procedure. Following the outcome of the investigation and in conformity with the provisions of the Tender Specifications, while acting in the light of the law on the public procurement, EIGE decided to terminate the Contract with the tenderer.