



Heraklion, 01st October 2014
ENISA/ASD/DCO/dco/2014/1004

Clarification: No 1

“Collaboration Facilities for Meeting Rooms”

ENISA F-ASD-14-T20

Questions & Answers

Q1:	We would like to express our interest in order to schedule a meeting to the Athens ENISA building?
A1:	A site visit would not really be all that useful since the meeting rooms are still under construction.
Q2:	Please inform us at which stage is the refurbishing of the Athens offices. Is all the infrastructure ready for the installation of the AV equipment requested to the tender?
A2:	Currently the Ground Floor should be finished by 15/10/2014, while the 1st and 2nd floors should be finished by 30/11/2014.
Q3:	In reference with par 2.1.1 p.6 of 41, please inform us if it is required to include in our offer tables and chairs for the Auditorium.
A3:	Tables and chairs are <u>NOT</u> to be included.
Q4:	In reference with par. 2.2.1 p.9 of 41, it is mentioned that the requested systems must be installed and operational by 31 December 2014. Please inform us which is the latest date that the initial Specific Contract will be signed and be under execution.
A4:	We currently expect the framework contract to be signed mid-November and at the same time the 1st specific contract should be signed as well. If there are delays in the completion of the refurbishment project we will assess their impact on the delivery of the collaboration facilities and mutually agree with the contractor on a new deadline if necessary.

Q5	In reference with par. 1.3 p.16 of 41, please inform us if the Legal Entity Form (Annex I), and the Financial Identification Form (Annex II) should be completed in English or Greek Language.
A5	You may choose to use your native language. Please click on the links provided in Annex I and II and you will find versions of the forms in 23 EU languages.
Q6:	In reference with par. 1.3 p.17 of 41, since all legal documentation of our company (private entity) is issued by the Greek authorities is in Greek language, please inform us if it is required a formal translation into English for all required documentation.
A6:	You may provide any official documents in their native language without any translation.
Q7:	In reference with par. 1.8 p.19 of 41, it is stated that offers shall be submitted in one of the official languages of the European Union, thus our tender offer can be written in Greek language. Please verify.
A7:	You may choose to use your native language for your technical offer. It should be noted that the working language of the Agency is English which means that there must be good communication between the successful contractor and the Agency's contact person in the English language; both written and spoken. It would therefore be beneficial to be able to assess the level of English of each tenderer through their technical offer.
Q8:	Please inform us which are the exact dimensions (especially the height) of the 4 different meeting rooms as well as for the auditorium
A8:	The dimension of the meeting rooms are: AUDITORIUM (ceiling height 3,50m) 14,37 x 9,0 x 16,43 x 5,336m (not a rectangular room) Meeting Room A (ceiling height 2,35m) 4,579 x 6,289m Meeting Room B (ceiling height 2,35m) 4,579 x 6,785m Department Meeting Room (ceiling height 2,46m) 4,34 x 5,134m

Q9:	Would it be possible to get the floor plans, cross sections, and the building materials specification for the ground floor auditorium please?
A9:	<p>Please refer to the documents in annex which include drawings of the auditorium in AutoCAD format, as well as information from the construction works specifications contract.</p> <p>The building materials used for the auditorium are:</p> <ul style="list-style-type: none"> • Walls: plasterboard walls with rockwool 50kgr/m3 • Ceiling: false ceiling of plasterboard • Flooring: woven vinyl floor which is a "soft" material on top of an existing raised floor.

Annex I – AutoCAD drawings of Auditorium