

ADDENDUM TO TENDER:

“Provision of Interim staff support services”

ENISA P/30/11/ADM

Due to some enquiries received regarding the requirement for a ‘net salary’ based on the salary scale in ‘Table 1’ on page 11 of the Tender Specifications document, it has been decided to further clarify and to provide a scenario which should be used in order to calculate all of the overhead costs associated with arriving at the final ‘net salary’ as defined by ENISA in Article 2.7 of the Tender specific.

It is acknowledged that the various costs to be applied, such as social security contributions and governmental taxes, are currently in a state of flux with significant changes having been implemented during the course of this tender procedure. For example the tax free threshold has dropped to €5,000.00 as of 1/1/2012

It is also acknowledged that there may be some confusion regarding the terminology ‘*Net Salary*’ which is used by ENISA to represent the actual salary paid to the interim staff. It has been brought to our attention that according to Greek law, all social security contributions and income tax is calculated on an employee's ‘Gross salary’. This is in keeping with our definition and so we accept that the two terms; ‘Net salary’ as used by ENISA in its tender documentation, and ‘Gross salary’ as used by the Greek labour market in identifying the base salary upon which all costs are calculated, are interchangeable.

In any case it has been made quite clear that the ENISA term ‘*Monthly Gross Salary*’ represents the total cost to be charged to ENISA for each interim staff per month (apart from the contractors fee).

For the reasons mentioned above, it has been decided that the most equitable manner for requesting each candidate to compile their offer is to provide a specific date which shall be used in order to apply the relevant government taxes which were in force on that day as well as other costs such as social security contributions etc. We further clarify the ‘personal situation’ of the typical interim worker to be used as an example for accurately calculating all costs associated with providing the services the subject of this tender procedure.

Please note that all details provided below are in addition to the requirements provided in the Tender Specifications document and in no way replace or supersede any text or document previously published.

As the expiry date for this tender procedure is 06th February 2012, it has been decided to extend the deadline by one week, in other words, the amended last date for despatch of offers is now:

Monday 13th February 2012 (*close of business*)

Scenario to be used for assisting in calculating the 'Monthly Gross Salary'
(as required in Annex IV – 'Financial Offer' form):

| | |
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| Date to be used for your calculations: <i>(i.e. apply all laws in effect on this day)</i> | 15 January 2012 |
| Full month to be used for your calculations | January 2012 |
| Personal situation of interim staff to be applied for each of the 4 salary scales: | <ul style="list-style-type: none">• Born 25 February 1980• Single• No dependent children |
| Length of contract to be signed: | 12 month contract |
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