



## CLARIFICATIONS

Ref: ECMWF/RFP/2019/BOND26
ISSUED BY: ECMWF Administration Department Procurement Section
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## 1 Ref: C1\_RFP\_BOND26

Tenderers should note that the tables in Annex 2, Section 6.3 “Service Descriptions and Prices” require that the cost of each service is indicated separately, indicating how this price is calculated in the column “pricing basis” (e.g. price per service, cost per person or cost per m3 or kg). The bid price column should be a fixed price covering the service requested in the table.

For the service “Support for purchase or import of cars, as the requested service is for “up to two cars” the pricing may be based on per car by indicating this in the pricing basis column.

## 2 Ref: C2\_RFP\_BOND26

With regards to the timeline and number of staff to be relocated, tenderers should note that the deployment timeline is still subject to change, but the following numbers are a high-level estimate:

2 <sup>nd</sup> quarter/3 <sup>rd</sup> quarter 2019:	5
1 <sup>st</sup> quarter/2 <sup>nd</sup> quarter 2020:	5
3 <sup>rd</sup> quarter/4 <sup>th</sup> quarter 2020:	10

## 3 Ref: C3\_RFP\_BOND26

ECMWF Human Resources team will continue to be based at the HQ at Reading (UK), with regular travel to Bologna. There will be a contact person at the Bologna office.

## 4 Ref: C4\_RFP\_BOND26

Any contract resulting from this RFP will be signed between the successful tenderer and ECMWF Headquarters at Shinfield Park, Reading, UK where also the invoices will be processed.

## 5 Ref: C5\_RFP\_BOND26

*Annex 2, 6.3 Service “Home Search and lease negotiation of a 3-4-bedroom apartment or house in Bologna region”:*

Tenderers should note that the lease contract for the home of the staff member will be a private one and ECMWF will not be a party.

## 6 Ref: C6\_RFP\_BOND26

The staff members moving are all currently based at the ECMWF HQ in Reading and mostly live in the wider Reading area.

## 7 Ref: C7\_RFP\_BOND26

ECMWF is keen to understand from the suppliers what specific factors ECMWF and its staff should consider when preparing for the moves to Bologna, including local specific factors in relation to the property market, administrative and bureaucratic elements, cultural factors and any other factors that may impact the timing or organisation of the moves.

For this purpose, suppliers shall take note of the Hosting agreement between ECMWF and the Italian Government in order to understand the specific arrangements which apply to ECMWF

staff moving to Bologna. The Hosting Agreement is available in the following link as indicated in the RFP, Annex 1.

[https://www.ecmwf.int/sites/default/files/medialibrary/2017-07/ECMWF\\_Italy\\_hosting\\_agreement\\_web.pdf](https://www.ecmwf.int/sites/default/files/medialibrary/2017-07/ECMWF_Italy_hosting_agreement_web.pdf)

Please note that ECMWF staff members are exempt from immigration controls and the requirement to register locally e.g. for the town hall registration. The Centre provides its own social security provision e.g. private medical care and staff members are not able to access the public health service, state pension etc in Italy.

## 8 Ref: C8\_RFP\_BOND26

*“Support for purchase or import of up to 2 cars, including registration and insurance and obtaining Italian Driving Licenses for both adults”:*

For this service, tenderers should note that the cost for the shipment of vehicles is out of scope.

## 9 Ref: C9\_RFP\_BOND26

ECMWF acknowledges that Italian companies are subject to an obligation to display 4% social security contributions on their invoices. Tenderers should note that as described in Section 3.9 of the RFP, ECMWF cannot accept any addition to the agreed price such as duties or taxes.