

## CLARIFICATION NO.1

### GSA/OP/11/19

#### Provision of interim workers to the GSA

##### Question 1:

##### Number of the interim workers

Could you please clarify the length of interim workers assignments, split in the following categories?

- less than 1 month;
- less than 6 months;
- more than 6 months.

Are specific contracts for the provision of interim workers mostly signed as short-term or long-term ones?

##### **Answer:**

Most of the interim workers (99%) have provided services for 6 months or more.

##### Question 2:

How many interim workers will the GSA approximately need every year and how many of them will be part-time?

##### **Answer:**

Taking into consideration the last three years, the average number of interim workers providing services to GSA was 10 per year. All of them provided services on a full-time basis.

##### Question 3:

What is the average total sum of working days per interim worker?

##### **Answer:**

The average number of working days per 1 new employee is 22 days/month, including 2 days of annual leave.

**Question 4:**

How many new interim workers provided services to the GSA last year?

**Answer:**

In 2018 the GSA received 7 new interim workers.

**Question 5:**

Salary

Does the GSA pay their Employees in EUR? What was the exact exchange rate used for the mentioned examples?

To set the gross salary a tenderer has to consider that employees may have various tax allowances /due to children, studies, etc.

How shall such costs be reflected in the template financial offer?

**Answer:**

Please be reminded that the interim workers will not be employees of the GSA. They will remain the employees of the contractor. The latter will be obliged to pay their salaries.

Given that, the currency and exchange rates used for payment of GSA staff members is not relevant for this tender procedure.

In the financial offer, the tenderers shall include their estimation of all the costs different from those related to columns "E" and "F" into the column "G" - "Monthly profit margin and other costs".

**Question 6:**

Meal vouchers

In Template Financial Offer tenderers are required to write down the monthly cost for meal vouchers. According to section 2.1.2.2 of tender specifications, the value of meal vouchers is set for 123,- CZK/person/day. The voucher value may increase in following years. Should tenderers estimate such increase for the following years (as a reserve) or the price shall be recalculated if the respective national legislation changes in the future?

**Answer:**

The tenderers shall not estimate any mandatory increase of the value of the vouchers for the following years, as a reserve. On voluntary basis, they can however provide the interim workers with vouchers in value going beyond the minimum mentioned in section 2.1.2.2 of tender specifications. Such a benefit would be considered as a positive point under award criterion Q4.



**Question 7:**

Overtime work

What was the average overtime work of GSA employees in the last year? Was it in some case more than 150 hours per calendar year per person? If yes, how many employees had more than 150 hours of overtime work per calendar year? Could the overtime work be requested during the weekends or Holidays?

**Answer:**

As mentioned in section 2.1.2.3 of tender specifications, the GSA may exceptionally request the interim worker to perform overtime work. The overtime work required by the GSA may not exceed 8 hours per week.

Interim workers will not be requested to work during weekends and GSA public holidays.

**Question 8:**

Sickness

Shall the costs borne by the successful tenderer in case of sickness of an interim worker between the 6th and 14th day of illness be included under the category “Monthly profit margin and other costs” mentioned in the template financial offer?

**Answer:**

Yes.

**Question 9:**

Business trips

How frequent are business trips? What was the amount of expenses reimbursement for short-term business travels last year? How many employees (ratio) are expected to go on business trips? Is our understanding correct that these expenses are to be invoiced in 1:1 ratio on the monthly basis within the regular invoice?

**Answer:**

Business trips are extremely rare for interim workers, in 2018 there was one business trip reimbursed and the expenses were invoiced within the regular invoice.

**Question 10:**

Bonuses

On page 31 of tender specifications it is stated that the offered price shall include all costs related to the performance of the FWC including extra pays or bonuses and compensation for potential damages to the employee.

Could you please clarify:

- (a) what is meant by “potential damage”;
- (b) whether any such damage has occurred in the past 5 years and
- (c) which extra pays and bonuses that may occur during the performance of FWC (i.e.: Which bonuses are usual? What is the amount for bonuses per month, per quarter, per year? Who gets the bonuses? How often? Which amount we can expect for bonuses per person /in each category/)?

**Answer:**

- (a) Potential damages suffered by the employee in the employment relationship with the employer (i.e. contractor) leading to expenses;
- (b) The GSA is not aware of any such damage;
- (c) The successful tenderer will not be requested to offer any bonuses offered to interim workers. If it offers such bonuses, they will be considered as a benefit evaluated as a positive point under award criterion Q4.

**Question 11:**

Full pay of the leave

Can you please clarify who shall bear the costs related to the interim worker’s unused leave upon contract termination?

**Answer:**

Interim workers shall use the days of annual leave they are entitled to during the contract. The GSA cannot bear the costs of unused annual leave days.

**Question 12:**

CV’s presentation

Section 3.3.2.S6 of tender specifications states that the tenderer should present 10 CVs to prove a database of candidates fitting the support profiles.

In order to protect trade secret and personal data distribution, would the submission of anonymous (blind) CVs be accepted by GSA?

**Answer:**

Yes.

- End of document -