
	<p>ANNEX IV to FRAMEWORK CONTRACT FOR SUPPLIES [NUMBER]          RULES RELATING TO ACCESS AND PRESENCE OF EXTERNAL STAFF ON THE ISPRA SITE          OF THE JOINT RESEARCH CENTRE (JRC)          SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SAFETY          EQUIPMENT</p>	<p><b>JRC/IPR/2017/R.I.3/0022/OC</b>   Ref. Ares(2018)1245437 - 06/03/2018  <b>JRC-IPR-S3.1-TMP-0007</b></p> <p>JRC.R.08          V2.0 03/01/2017          Page 1 of 3</p>
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## **RULES RELATING TO ACCESS AND PRESENCE OF EXTERNAL STAFF ON THE ISPRA SITE OF THE JOINT RESEARCH CENTRE (JRC)**

### **ARTICLE 1 – REGISTRATION OF WORKERS**

The Contractor shall assign the personnel required to implement the tasks as foreseen under this contract.

At least 20 days prior to the start date foreseen for work on the JRC Ispra Site, the Contractor shall provide the list of employees entrusted with the execution of the on-site services to the JRC. The following information shall be provided:

- Full name;
- date and place of birth;
- nationality;
- profession;
- place of residence.

enclosing a recent photograph and an original copy of his/her Police/Criminal Record ( “Certificato penale”).

If applicable a copy of the Permit of Stay ('Permesso di Soggiorno') must also be provided.


Notwithstanding the above, the JRC reserves the right not to accept persons on the site.

Upon acceptance by the Commission of the list of employees, the Commission shall issue an entrance daily permit or badge for each person, which shall be worn at all times and shown on the request of JRC Ispra Security Staff.

### **ARTICLE 2 – ACCESS**

Access to the JRC Ispra site shall only be provided on the issuance of either a daily entrance permit or a staff pass to the named individual, granted at the discretion of the JRC.

The badges remain the property of the JRC and shall be returned to the JRC Reception under the Contractor's responsibility at the following address at any time if explicitly requested or, at the latest, the day on which the validity of the permission expires:

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*Servizio Sicurezza – Reception (@Ingresso Principale)*

Joint Research Centre - Ispra

Via Enrico Fermi, 2749

21027 Ispra (VA)

During normal working hours from Monday to Friday between 7:00am and 7:00pm

If the contractor fails to return the access badge to the JRC, the contracting authority may apply a penalty damages for each day of delay. These are calculated at €100 up to a maximum of €1,000.

The penalty may be imposed as a reduction of price due to the tenderer under the conditions laid down in Article II.16.

The contracting authority must *formally notify* the contractor of its intention to apply such a penalty and the corresponding calculated amount.

The contractor has 30 days following the date of receipt to submit observations. Failing that, the decision becomes enforceable the day after the time limit for submitting observations has elapsed.


If the contractor submits observations, the contracting authority, taking into account the relevant observations, must *notify* the contractor of:

- the withdrawal of its intention to apply such a penalty; or
- its final decision to apply the penalty and the corresponding amount.

### **ARTICLE 3 – PRESENCE IN THE JRC**

The Contractor is responsible for ensuring that all procedures are correctly followed by its personnel and its appointed subcontractors.

The activities must be performed during the normal working hours of the JRC Ispra site, unless otherwise specified in the contract.

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Access to the JRC Ispra site can be granted between the following times:

**Monday - Friday: from 7.00am to 8pm**

The working hours of the Contractor's personnel must be included in the JRC's normal working hours which are as follows:

**Monday - Friday: 8.30am – 12.30pm / 1.30pm - 5.30pm**

Manual work (non-office work) in controlled and supervised areas is only authorised within the following periods:

**Monday - Friday: from 8.40am – 12.20pm / 1.40pm – 5.20pm**

A usual working day means a day of eight working hours (forty working hours in one week).

The Contractor will receive a list of JRC holidays (not including Saturdays and Sundays).

Dispensation to the above-mentioned timetable is only possible with the express written authorisation by the representatives of the Commission as set out in the Contract.

#### **ARTICLE 4 – SAFETY REQUIREMENTS**

See Annex "Safety contractual clauses".

#### **ARTICLE 5 – RECALL AND REPLACEMENT OF PERSONNEL**

The Commission may request that the Contractor recalls a person from the Site when deemed necessary. The Contractor shall immediately comply with this request, and, if requested by the Commission, the Contractor shall propose a replacement for the approval of the JRC.