



**VISIT DAY REPORT
for the Project
"3D Modelling of buildings on the JRC-Geel site"**

JRC/GEE/2018/R.6/0035/OC

Report

1. Administrative overview

The on-site visit was planned on 18/04/2018 at 10.00h.

JRC-Geel mentioned that for transparency of the current procedure a global visit day report will be prepared and published on the JRC Call for Tenders website.

Questions of an administrative and technical nature could be raised during the on-site visit. If further questions arise after the visit day, these should be made in writing only through the eTendering website. Questions and answers will be published on the eTendering website.

The participants were informed about the final deadline for submitting the tenders being 14/05/2018, as specified in the contract notice and that the offers can be submitted by post, courier services or by personal delivery (before 16:00 on 14/05/2018).

It was also pointed out that the opening of tenders shall take place on 18/05/2018 at 10:00 am and that it is public. Per tenderer 2 representatives are allowed to take part in the opening. To be able to participate, the tenderers need to send to JRC-GEEL-PROCUREMENT@EC.EUROPA.EU at least 2 working days before the opening the full name of the participants and a copy of their identity card or passport.

The contract will be awarded to the tender that offers the lowest price provided that it complies with all requirements.

The FWC is concluded for 12 months and is automatically renewed 3 times for 12 months each.

Reference was made to the Administrative Annex section 3, which describes the documents to be included in the tender.

2. Technical overview

During the meeting, the main technical specifications were pointed out once more by the technical responsible for the procedure. General explanations were given regarding the requested services, as well as a presentation of the standard plans and a PowerPoint presentation (Addendum 1) of the previous and existing situation and in which the intention of the current tender is clarified.

Following questions were asked:

Q1: We read that the tenders had to be submitted before 10:00?

A1: The final date for submitting the tenders is 14/05/2018. The mail department is open from Monday to Friday from 9.00 to 12.00 and from 14.00 to 16.00 CET. If the quotation is delivered in person to the JRC-Geel site, this should be done before 16.00 CET.

Q2: How should we obtain the information regarding technical installations that are not visible?

A2: This information can be found by opening false ceilings or can be read from existing plans.

Q3: How many external persons work under the current contract?

A3: This depends on the period. In peak periods, 15 to 20 persons work for this project.

Q4: Should there only be on-site work?

A4: The modelling takes place on the spot on the JRC-Geel site. It is not required to do the processing on-site.

Q5: Are workstations made available?

A5: Yes, there are offices for the contractor's staff, but the contractor must provide the necessary hardware, software and licences.

The visit was concluded with a short tour at 11.00 h.