

OPEN PROCEDURE No HR/R1/PO/2018/043

**PROVISION OF SERVICES IN THE FIELD OF
MEDICINE
FOR THE MEDICAL SERVICE IN LUXEMBOURG**

ANNEX I.1 TO THE TENDER SPECIFICATION**TECHNICAL SPECIFICATIONS****LOT 1 – CARDIOLOGY SERVICES****1. DESCRIPTION OF THE SERVICES – MINIMUM REQUIREMENTS**

The service providers must perform the services required in close collaboration with the Medical Service in Luxembourg.

The types of services to be provided are:

- Drawing up (on site) written reports on the results of the electrocardiograms (ECGs).
- Organising the cardiovascular risk-prevention programme at the Luxembourg site.
- Carrying out cardiological examinations to assess the fitness to work of members of staff at the request of the medical officer.
- Making contact with external structures at the request of the Head of Unit of the Medical Service or the medical officer in the event of expert opinions or further examinations in the field of cardiology being required.
- Carrying out research or case studies with the general aim of guiding working procedures.
- Giving an opinion on the equipment used in the course of carrying out the duties required, either at the request of the management of the Medical Service or on the contractor's own initiative.
- Giving a technical opinion in advance on the technical requirements relating to the purchasing of any new cardiology equipment planned by the Commission.
- Alerting the Commission medical officers when an abnormal test result necessitates rapid intervention on their part. If necessary, the Head or Deputy Head of the Medical Service must also be informed.

The tender must comply with the minimum requirements in terms of services, as indicated in this document and in the tender specification.

2. LOCATION

The services are to be provided on the premises of the Medical Service in the Drosbach building, DRB B-1, at 12 rue Guillaume Kroll, L-1882 Luxembourg.

3. TIMES AND FREQUENCY OF SERVICES

The services are to be provided on working days during official office hours, from 8:30 to 17:30, Monday to Friday, excluding Commission holidays¹.

The services must be provided on one day per week: Friday mornings from 8:30 to 12:30, for a total of four hours per week.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HOURS PER WEEK
MORNING					8:30 - 12:30	Four hours per week
AFTERNOON						

A bi-monthly schedule of visits will be drawn up in writing after the signing of the contract between the Medical Service and the service provider.

In their tenders, the tenderers must confirm their availability for the full time period specified.

4. REPLACEMENT

The tenderer must guarantee a replacement in accordance with point II.9 of the tender specification, 'Continuity of service guarantee'.

5. ANNUAL VOLUME OF SERVICES

On the basis of an estimate of Medical Service support requirements, the volume of services is estimated at 208 hours per year, i.e. four hours per week for 52 weeks per year.

However, this information is given as a guide only and is not in any way binding on the Commission as regards the volume of work to be ordered.

¹ See [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32017D0823\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32017D0823(01)).