**Annex 2 – Functional and technical specifications**

Summary

[**1.** **Object of the contract** 4](#_Toc449087196)

[**2.** **Description of the contract** 4](#_Toc449087197)

[2.1 Services required 4](#_Toc449087198)

[2.2 Condition of the installations 4](#_Toc449087199)

[2.3 Contact point of the General Secretariat of the Council of the European Union (hereinafter referred to as  
'the GSC') 4](#_Toc449087200)

[2.4 Contact point of the Committees 5](#_Toc449087201)

[2.5 Setting up of teams 5](#_Toc449087202)

[2.6 End of contract 5](#_Toc449087203)

[**3.** **Missions of the contractor** 6](#_Toc449087204)

[3.1 Definition 6](#_Toc449087205)

[3.2 Obligations of the contractor 6](#_Toc449087206)

[3.2.1 Safety 6](#_Toc449087207)

[3.3 Preventive maintenance 7](#_Toc449087208)

[3.3.1 Services 7](#_Toc449087209)

[3.3.2 Frequency of maintenance inspections 8](#_Toc449087210)

[3.3.3 Maintenance programme 9](#_Toc449087211)

[3.3.4 Maintenance inspections 9](#_Toc449087212)

[3.3.5 Provision of assistance to the external technical inspection service (SECT) 9](#_Toc449087213)

[3.3.6 Communications equipment 10](#_Toc449087214)

[3.3.7 Maintenance products 10](#_Toc449087215)

[3.4 Corrective maintenance 10](#_Toc449087216)

[3.4.1 Definition 10](#_Toc449087217)

[3.4.2 Call management – Contractor's control unit 10](#_Toc449087218)

[3.4.3 Call-out management 11](#_Toc449087219)

[3.4.4 System shut-down 11](#_Toc449087220)

[3.4.5 Repairs - Breakdowns 12](#_Toc449087221)

[3.4.6 Restart following repair 12](#_Toc449087222)

[3.5 Full-service guarantee 12](#_Toc449087223)

[3.5.1 Coverage of the full service guarantee 12](#_Toc449087224)

[3.5.2 Obligations of the contracting authority 13](#_Toc449087225)

[3.6 Supplies 13](#_Toc449087226)

[3.7 Working days and hours 13](#_Toc449087227)

[3.8 Log book of equipment, plans and diagrams 13](#_Toc449087228)

[3.9 Statutory inspections 14](#_Toc449087229)

[3.10 Checking the equipment 14](#_Toc449087230)

[3.11 Technical assistance 14](#_Toc449087231)

[3.12 Shutdown of equipment for safety reasons 15](#_Toc449087232)

[3.13 Safety of personnel 15](#_Toc449087233)

[3.14 Adherence to environmental rules 16](#_Toc449087234)

[**4.** **Resources made available for performance of the contract** 16](#_Toc449087235)

[4.1 Human resources 16](#_Toc449087236)

[4.1.1 Works coordinator 16](#_Toc449087237)

[4.1.2 Operational personnel 17](#_Toc449087238)

[4.1.3 Behaviour of the contractor's personnel 18](#_Toc449087239)

[4.1.4 Outside assistance 18](#_Toc449087240)

[4.1.5 Access by personnel to the contracting authority's buildings 18](#_Toc449087241)

[4.2 Material resources 19](#_Toc449087242)

[4.2.1 Reserve material 19](#_Toc449087243)

[4.2.2 Means of transport 19](#_Toc449087244)

[4.2.3 Internal and external logistic resources 19](#_Toc449087245)

[4.2.4 Tools, measuring appliances and items of equipment 19](#_Toc449087246)

[4.3 Administrative resources 20](#_Toc449087247)

[4.3.1 Training centre 20](#_Toc449087248)

[4.3.2 Administrative centre for management of the contract 20](#_Toc449087249)

[4.3.3 Information and documentation centre 20](#_Toc449087250)

[4.4 Time limits 20](#_Toc449087251)

[4.4.1 Call-out times 20](#_Toc449087252)

[4.4.2 Restart times 20](#_Toc449087253)

[**5.** **LOTS 1 and 2: Technical management of the contract** 21](#_Toc449087254)

[**6.** **Obligations of the contracting authority** 21](#_Toc449087255)

[6.1 Means of communication 21](#_Toc449087256)

[6.2 Access to the buildings by motor vehicle 21](#_Toc449087257)

[6.3 Energy 21](#_Toc449087258)

[6.4 Works 22](#_Toc449087259)

[6.5 Safety 22](#_Toc449087260)

[**7.** **Scope of the contract** 22](#_Toc449087261)

[7.1 General remarks 22](#_Toc449087262)

[7.2 Works and services not incumbent on the contractor 22](#_Toc449087263)

[7.2.1 Works 22](#_Toc449087264)

[7.2.2 Safety 22](#_Toc449087265)

[7.2.3 Power supply 22](#_Toc449087266)

[**8.** **Orders for specific works (services on cost-plus basis)** 23](#_Toc449087267)

[8.1 Subject 23](#_Toc449087268)

[8.2 Human resources 23](#_Toc449087269)

[8.3 Prices and payment conditions 23](#_Toc449087270)

[8.3.1 General remarks 23](#_Toc449087271)

[8.3.2 Time limits for tenders 24](#_Toc449087272)

[8.4 Sub-contractors and supplies 25](#_Toc449087273)

[8.4.1 Procurement procedures 25](#_Toc449087274)

[8.4.2 Application of the coefficient 26](#_Toc449087275)

[8.5 Acceptance of the work 27](#_Toc449087276)

[8.6 Invoicing 27](#_Toc449087277)

[**APPENDIX 1** 28](#_Toc449087278)

[**APPENDIX 2** 29](#_Toc449087279)

1. **Object of the contract**

This contract concerns the preventive and corrective maintenance, the full-service guarantee and work performed on a cost-plus basis in respect of systems (cf. Appendix 1) for cleaning the façades of two buildings of the General Secretariat of the Council of the European Union (hereinafter referred to as 'the GSC') and the buildings of the European Economic and Social Committee and the Committee of the Regions in Brussels (hereinafter referred to as 'the Committees'):

* Lot 1: Justus Lipsius building – situated at Rue de la Loi 175, 1048 Brussels
* Lot 2: Lex building – situated at Rue de la Loi 145, 1048 Brussels
* Lot 3: the buildings of the Committees in Brussels

In the following, the term ‘contracting authority’ refers to the GSC and/or the Committees.

1. **Description of the contract**
   1. Services required

This contract concerns all the work, services and supplies necessary for the perfect operation of all the systems described in **section 1**.

The contract includes the following obligations:

* preventive maintenance and maintaining the performance of the systems in question;
* emergency and other repairs necessary to ensure that all the cleaning systems are in perfect working order;
* replacement of damaged or worn equipment under the full-service guarantee (provision of labour and supplies);
* assistance with statutory periodic inspections carried out on the systems in question;
* Follow-up to rectification of issues noted on the provisional acceptance date;
* in addition, for **LOT 3**, technical assistance for the whole duration of operations using the equipment in which third parties intervene, in particular during window cleaning.

* 1. Condition of the installations

The contractor declares full knowledge of the condition, nature and composition of the equipment.

Over the three months following the entry into force of the contract, the contractor shall be obliged to acquaint himself with the documentation, working methods, and the procedures for the maintenance and emergency repair of the equipment.

* 1. Contact point of the General Secretariat of the Council of the European Union (hereinafter referred to as 'the GSC')

For the performance of the contract for **Lots 1 and 2**, the Buildings Unit of the Technical Management sector shall be the sole contact point of the GSC for the contractor, except for requests from the control centre for emergency repairs outside normal service hours.

* 1. Contact point of the Committees

For the performance of the contract for **Lot 3,** the Infrastructure Unit of the Maintenance and Technical Projects Department (Directorate for Logistics, Joint Services) shall be the sole point of contact of the Committees for the contractor, except for requests from the control centre for emergency repairs outside normal service hours.

* 1. Setting up of teams

The contractor must have established all his personnel and resources required for the maintenance services by the date of entry into force of the Contract.

* 1. End of contract

At the end of the contract, the contractor must return the equipment to the contracting authority properly maintained and in perfect working order.

At the end of the contract, the contractor shall deliver to the contracting authority:

* the equipment, keys and access cards;
* the up-to-date technical documentation and plans;
* the documents in his possession;
* an inventory of the equipment, which must be certified by the contracting authority and which shall also indicate all major modifications made to the equipment;
* a maintenance certificate for the equipment together with the final SECT (external technical inspection service) inspection report, clean and/or without comments.

To that end, a joint inspection shall be carried out in the presence of persons representing the contracting authority and the contractor. During this inspection, a record shall be made of any failures by the contractor to meet his obligations under this contract.

The contractor shall continue to be liable for deficiencies detected within the 90 days following the date on which the contract ends.

The contractor shall carry out any restoration work required due to failings on his part within less than 30 calendar days.

In the event of non-compliance with these time limits, the contracting authority reserves the right, after having served formal notice, to take any measures necessary for the restoration to be carried out, and to charge the contractor for the costs.

1. **Missions of the contractor**

1. Definition

The contract applied is a full-service contract and imposes obligations as to results and quality.

The contractor may not invoke ignorance or insufficient knowledge of the organisation or premises of the contracting authority or of the technical installations either to refuse to meet his commitments or to claim compensation or additional payment.

1. Obligations of the contractor

The contractor undertakes to comply with European, national and regional standards and legislation in force or which enter into force during the term of the contract, including in particular. He shall also provide:

- a guarantee concerning the safety of users and persons working with the equipment (SECT, in-house technical service);

* observations and comments from approved inspection bodies;
* comments made by the contracting authority or its representative (in the context of an audit);

- a guarantee concerning the release of persons trapped in lifting equipment and emergency repairs carried out within the time limits imposed;

* a guarantee of maximum operational availability of the systems, performance maintenance and results;

- a guarantee of regular and full maintenance of the equipment in accordance with the instructions and maintenance rules specified by the manufacturer;

- a guarantee that all interventions and services will be performed by qualified workers, who will at all times be aware of the condition of all equipment and will deal with any replacement of parts and equipment, both in the context of day-to-day maintenance and under the full guarantee;

* a guarantee to take all necessary measures to prevent damage to the buildings and equipment and to repair any damage caused by his personnel;

- a guarantee not to impede the normal working of the contracting authority’s services and to indicate promptly any problem he becomes aware of that could harm persons and/or property;

* a guarantee to take the required steps in emergency situations and to report the matter immediately to the contracting authority.

1. Safety

(a) Chain of command

The contractor shall ensure performance of the tasks incumbent on his personnel or any of his subcontractors, in accordance with the Belgian Royal Decree of 27 March 1998 concerning the well-being of workers in the execution of their duty.

(b) Waste

The contractor shall be responsible for assessing the risks to the environment and shall propose to the contracting authority all appropriate arrangements for the treatment of the discharges, effluent or nuisances produced by his activities, in order to avoid any harm to the environment or the safety of persons.

The contractor shall be required to evacuate selectively the waste resulting from performance of the work entrusted to him. He will comply in this regard with the rules issued by the Brussels Capital Region and in any case with the regulations in force in the region where such waste will be treated/eliminated.

(c) Use of dangerous products

Before any chemical product enters the site (including test specimens), the contractor will submit to the contracting authority a dossier indicating briefly the use for which the product is intended, what other product it may be replacing and, if this product is more harmful, giving the reasons for the replacement. This dossier will also contain the Material Safety Data Sheet, the technical data sheet and the instructions for use provided by the supplier and specify the amounts present in the building.

The contractor will, moreover, respect the laws in force and any internal safety regulations for the storage, treatment and evacuation of such products. The products and material must be stored in designated premises that are locked. Any product deemed too dangerous by the contracting authority will be eliminated without the contractor having any claim to compensation.

(d) Safety

The contractor will comply with the rules set out in Appendix 3 " RULES AND INSTRUCTIONS CONCERNING HEALTH AND SAFETY ". He will have to undergo the specific procedure "roof access." He will designate a contact person who is responsible, within the company, for issues related to safety and health at the workplace (he will speak in EN or FR).

It will establish a SSB (Specific Safety Plan and Health) specific for the contract. This plan will be submitted for approval to the CUE prevention service two months after the start of the contract.

It will also provide a file containing the list of so-called "dangerous" products he plans to introduce and use on the CUE site (eg. Flammable, harmful to health, harmful to the environment). The record will include the safety data sheets (MSDS). It will also be transmitted two months after the start of the contract, to CUE prevention service, accompanied by the favorable opinion of the adviser and the medical service of the contractor. Any future product introduction will be made after a favorable opinion of the medical and prevention services.

If the contractor uses own locks or padlocks on access to premises made available or on machines, it will ensure, wherever possible, standardize them to open them with a unique key, which he will deliver two copies the be used by prevention and safety services of CUE, in order to be accessible at all times.

1. Preventive maintenance
2. Services

For preventive maintenance, the contractor will refer to the standards and instructions of the manufacturers in order to guarantee the proper functioning of the lifting equipment and maintenance of the equipment over time.

Minimum system performance will be that indicated in the equipment's tender specifications.

Where the operations prescribed manifestly do not result in optimal use, the contractor will make modifications to achieve the objectives that have been set without any change to the amounts indicated in the summary schedule.

1. Frequency of maintenance inspections

The frequency of the maintenance inspections will be specified by the contractor in order to meet his obligations under this contract; it shall be adjusted according to the use of equipment. In any event, he will perform quarterly inspection visits for each piece of equipment covered by the contract.

In addition, the contracting authority reserves the right to request more frequent maintenance visits in the event of breaches and/or failure to achieve the correct result, without any change to the amounts indicated in the summary schedule.

1. Maintenance programme

Within a month of the contract coming into effect, the contractor shall submit a maintenance operations programme for approval by the contracting authority. This maintenance programme shall be structured by system and shall become contractually binding once it is approved by the contracting authority. This programme shall constitute an integral part of the management chart and shall be updated monthly.

A new programme shall be submitted annually to the contracting authority for prior approval on the anniversary of the entry into force of the contract. This programme shall take account of comments made by the contracting authority, experience gained during the previous year and changes made to the equipment.

1. Maintenance inspections

Maintenance inspections will be carried out in accordance with the annual programme. The contracting authority reserves the right to put back the date of a maintenance inspection in the event of force majeure (e.g. official visit, important meeting, etc.).

When carrying out maintenance work, the technician shall be obliged to indicate the beginning and completion of the operation:

* **Lots 1 and 2**: the GSC’s central control unit (🕿4000)
* **Lot 3**: the Committees’ manager (🕿02/546 87 70)

On the GSC premises, maintenance personnel must clock in and out when entering and leaving the building.

When carrying out maintenance, personnel shall also ensure that all the systems operate correctly.

It must be verified during each maintenance operation that the essential security components, in particular the alarm push buttons, buzzers, flashing lights and remote signalling devices are in proper working order.

Rails, fastenings and guide rails must be checked regularly and must be cleaned, if necessary.

An inspection visit also involves electrical installation checks.

Each maintenance inspection must be recorded in the log book required for this purpose, including a note of the date and the type of maintenance performed, specifying the operations carried out.

1. Provision of assistance to the external technical inspection service (SECT)

Within the framework of the contract, the contractor shall assist the external technical inspection service (SECT) in carrying out statutory and specific inspections (safety equipment etc.). The cost of the inspections carried out by SECT shall not be borne by the contractor. The contractor may invoice the contracting authority for the time spent providing assistance in inspections.

1. Communications equipment

The cost of inspections and emergency repairs carried out on telecommunications equipment (intercom, buzzers, flashing lights, telephone) in the window cleaning cradles shall be borne by the contractor.

In the event of a defect, the contractor’s technician shall notify the problem immediately to:

* **Lots 1 and 2**: the GSC’s central control unit (🕿4000)
* **Lot 3**: the manager (🕿02/546 87 70)

1. Maintenance products

The contractor shall ensure that the necessary maintenance and lubrication products are supplied, and that they correspond to the manufacturer's specifications.

Products such as solvents and other dangerous products must be stored by the contractor in accordance with the legislation in force.

The contractor shall have on site all the safety data sheets for those products.

1. Corrective maintenance
2. Definition

The contractor shall carry out emergency repairs and provide and/or replace all materials, equipment and spare parts required under his contractual obligations, within the time limits set.

1. Call management – Contractor's control unit

The contractor must have an efficient central control unit which is operational between 6.00 and 17.00 every day of the year, to respond to all calls for intervention from the contracting authority. It shall be obliged to respond within 30 seconds and to initiate the action required as swiftly as possible. There shall be no limit either as to the number of such calls, irrespective of the reasons why they are made and even if they are unwarranted, or as to the action resulting therefrom.

No later than the date on which the contract enters into force, the contractor shall submit for approval an 'escalation' procedure to deal with all possible scenarios.

Each request for intervention shall be initiated by a call from the maintenance or security control centre (lots 1 and 2) or from the manager (lot 3) to the contractor's control unit.

The contractor's control unit must be familiar with and must use the building cleaning system codes and acronyms (Appendix 1).

1. Call-out management

The contractor shall intervene as swiftly as possible, as specified in section 4.4.

***Time limits***

*Response time:* The time starts when the GSC control centre (lots 1 & 2) or the Committees’ manager (lot 3) calls the contractor’s control centre, and ends:

* In the event of a breakdown in which people are trapped, after the contractor’s technician has called the GSC control centre (lots 1 & 2) or the Committees’ manager (lot 3) to confirm that these people have been freed.
* In the event of a breakdown in which no-one is trapped, after the contractor’s technician has called the GSC control centre (lots 1 & 2) or the Committees’ manager (lot 3) to confirm having arrived on site.

*Repair time:* The time starts when the contractor’s technician has called the GSC control centre (lots 1 & 2) or the Committees’ manager (lot 3), as defined in the above point, and ends when the contractor’s technician has called the GSC control centre (lots 1 & 2) or the Committees’ manager (lot 3) from the cabin or machine room to confirm that the equipment is working again.

*Restart time:* This is the response time plus the repair time.

***Serious breakdowns***

If the technician discovers during the call-out serious defects meaning that equipment has to be repaired or replaced and more than 24 hours' work is needed, the procedures set out in sections 3.4.4 to 3.4.6 shall apply.

***Freeing trapped people***

If anyone is trapped, they must be freed as quickly as possible. The time limits are set out in section 4.4.

***Call-out reports***

For breakdowns that cause serious disruptions or a prolonged shut-down or seriously affect users, a full, specific incident report shall be delivered to the contracting authority by the coordinator (see section 4.1) within 48 hours (two working days).

For workplace safety incidents, the specific report shall be delivered to the contracting authority by the coordinator (see section 4.1) within 24 hours, i.e. one working day.

1. System shut-down

When part of a system is shut down and before repair work begins, the contractor shall alert the GSC control centre or the Committees’ manager and specify the estimated equipment shut-down period, its cause and the action to be taken.

1. Repairs - Breakdowns

Repairs and reconditioning work, including installation of replacement parts of any make, must be carried out within the repair time specified in section 4.4.

An operation shall be considered a repair if:

* the repair of parts has to be carried out in the contractor's or his sub-contractors’ workshops;
* a part or parts have to be manufactured.

An operation shall be considered a breakdown, rather than a repair, if the work needed to restart the equipment is completed using reserve equipment which is routinely available to the contractor, i.e. which is in stock in the contracting authority’s buildings or on the contractor’s premises or can be ordered for express delivery (common wearing parts, small consumable items, etc.).

The contractor shall ensure that the work is carried out in the safest possible conditions and shall obtain all necessary certificates in advance (e.g. hot work permit).

1. Restart following repair

Once the repair work is completed and the equipment is restarted, the contractor shall notify the GSC control centre or the Committees’ manager. Written confirmation shall also be sent by email to the GSC Technical Management sector and control centre (lots 1 and 2) or to the Committees’ manager (lot 3).

For repair work on equipment which is essential for safety, the contractor shall use an external technical inspection service to obtain a clean report on the restart following repair. The contractor shall submit this report to the contracting authority.

1. Full-service guarantee
2. Coverage of the full service guarantee

In addition to the services and supplies described above, the contractor shall carry out, under a full-service guarantee, all repairs, replacement of parts and inspections of technical equipment, and provision of supplies and labour, of any type and value, for any reason and irrespective of the level of wear, required as a result of normal or abnormal wear and tear, defects, breakage or safety requirements.

However, repairs required due to misuse or malice on the part of the contracting authority or of persons under its responsibility shall be payable by the contracting authority.

If the contractor cannot provide and install identical materials for the repair or replacement of certain parts of the equipment, he shall demonstrate that the materials which he intends to install are at least equivalent in quality and performance. The contractor shall undertake to dismantle, assemble and adjust all parts of the equipment that need repairing or replacing.

The contractor shall cover all costs of any kind associated with transporting or removing equipment and waste.

At the end of his intervention, the contractor shall ensure that the contracting authority has equipment which is in perfect working order.

**Lot 3**: the BMU (window-cleaning crane) on the TRE building shall be excluded from the all‑purpose cover, with the exception of consumables and/or any supplies of a value of less than EUR 500 (five hundred) using the preferential trade pricing applied by the contractor's suppliers, as shown on quotes and/or invoices.

1. Obligations of the contracting authority

If, when certain parts of the equipment are replaced, the contracting authority requires the use of higher-quality or better-performing materials which are more suitable for continued use of the equipment, the contracting authority shall bear all additional expenses, which shall be specified in a specific order.

The cost of repairs required as a result of misuse or malice on the part of the contracting authority or of persons under its responsibility shall be borne by the contracting authority.

1. Supplies

The cost of spare parts, irrespective of their nature or cost, and of maintenance products shall be borne by the contractor.

The cost of all labour involved in replacing defective parts shall be borne by the contractor.

When carrying out repairs, the contractor shall supply and install parts which are equivalent to or better-performing than the parts being replaced.

1. Working days and hours

Work may be carried out on the contracting authority's working days, and on days on which the contracting authority is closed, but which are considered working days under the arrangements applicable to workers in Belgium.

All preventive maintenance and checking shall be carried out on working days, during the firm's normal working hours.

1. Log book of equipment, plans and diagrams

The contractor shall keep an up-to-date log book for each system.

All interventions shall be recorded in the log book for the corresponding equipment. The following information shall be mentioned: date, start and end time of the intervention, technician's name, type of intervention (check, maintenance, repair, breakdown service, freeing a person), cause of breakdown (malfunction, etc.).

The log books shall be archived annually in the safety file, as provided for in the Belgian law of 9 March 2003 on lift safety.

Each piece of equipment shall be equipped with a full set of plans and the manuals needed for maintenance and repair. The plans shall be kept up to date, and each change shall be recorded in them in a clear and professional manner.

1. Statutory inspections

Comments made in the statutory inspection reports (Article 281 of the Belgian General Health and Safety Regulations) shall be sent to the contractor by fax, post or email.

If comments related to safety are made, the contractor’s coordinator shall be notified directly by telephone, so that the contractor may take the necessary steps, in agreement with the contracting authority's technical manager.

The contractor shall be required to rectify any issues mentioned in the comments within a maximum of 6 weeks, and any infringements within 2 weeks. Exceptions to this rule may only be possible with the prior agreement of the contracting authority.

For each issue rectified, the date on which the work was carried out and the signature of the contractor's coordinator must appear in the external technical inspection service log book.

1. Checking the equipment

Throughout the term of the contract, the contracting authority reserves the right to examine the equipment and/or to have it examined by any person it chooses, to verify its condition.

The contracting authority shall carry out regular checks on the condition of the equipment, at which the contractor's coordinator or his representative shall be present.

1. Technical assistance

At the request of the contracting authority, the contractor must assist any person commissioned by the contracting authority to carry out checks or inspections of the equipment for which the contractor is responsible, by allowing access and ensuring the equipment is switched off if and when necessary, and switched on again after the checks.

The contractor's representative required for such tasks shall:

* be familiar with the premises;
* have a detailed knowledge of the equipment;
* have the authority and ability to take any appropriate measure to restore safe conditions immediately in an emergency, based on their examination of the equipment.

At the request of the contracting authority, the contractor shall:

* give his technical advice and propose improvements;
* assist the contracting authority with technical acceptance of work on equipment which is or will be included under the contract.
* In addition, for **Lot 3**, technical assistance shall be required for the whole duration of operations using the equipment in which third parties intervene, in particular the quarterly window cleaning. In such cases, specific purchase orders shall be issued for the services. The purchase orders shall be implemented by means of service requests paid on the basis of the corresponding contractual hourly rates. A total of 4 hours shall be charged for any service taking less than 4 hours to complete.

1. Shutdown of equipment for safety reasons

The contractor shall ask for written permission to shut down a piece of equipment for safety reasons, or to make any change that requires a check by the statutory inspection body before the equipment can be restarted (Article 280 of the Belgian General Health and Safety Regulations).

If the circumstances require an immediate shutdown, the contracting authority shall be informed of this immediately, with a subsequent written confirmation. The notification of the partial or complete shutdown shall indicate the cause and the probable duration of the shutdown.

1. Safety of personnel

The contractor shall be responsible for the safety of his personnel and ensure that personnel required to work on the equipment are adequately qualified, have personal protective equipment and take all individual and collective precautions to protect themselves against any risks. This clause shall mean that the contractor agrees to waive any right of recourse against the contracting authority in the event of a workplace accident.

Where necessary, the contractor shall ensure that he obtains the hot work permit or permit to work from the relevant departments of the contracting authority.

In no circumstances may the contractor's personnel in any way handle equipment for which he is not responsible without prior agreement of the person who is responsible for that equipment and of the contracting authority.

The contractor shall agree to assume responsibility for any specific arrangements to protect his personnel when performing the contract.

The contractor shall draw up safety instructions to be followed by his personnel and have them displayed in places which he considers appropriate. He shall ensure that the safety instructions are followed by the personnel.

The contracting authority shall be informed of the arrangements and safety instructions.

The contractor shall comply with the provisions of the Belgian law of 4 August 1996 on the well-being of workers in the workplace. The contractor shall supply, inter alia and more specifically in application of Article 9 of the abovementioned law, certificates confirming his compliance with quality and security criteria (e.g. ISO, BESACC, VCA, etc.).

1. Adherence to environmental rules

The contracting authority is particularly attentive to ecological concerns and advocates the use of products, materials and systems which limit the negative impact on the environment.

The contractor shall, on his own sole responsibility, assume all the risks to the environment which result from his obligations under this contract.

He must in particular:

* make all appropriate arrangements for the treatment of waste and discharges, effluents or nuisances produced by his activities, in order to avoid any harm to the environment;
* carry out all necessary operations in accordance with the legal and regulatory provisions applicable to performance of this work;
* use products which comply with legislation.

1. **Resources made available for performance of the contract**

1. Human resources
2. Works coordinator

***Appointment of the coordinator***

For the entire duration of the contract, the contractor shall appoint one person (coordinator) to be responsible for directing and supervising operations.

He shall be the key link in contacts between the contractor and the contracting authority.

The coordinator shall have the competence and experience required for dealing with all problems posed by performance of the contract. He shall possess at least a tertiary technical qualification and ten (10) years' experience in the field of façade access systems or lifting equipment.

The coordinator's CV and details must be provided no later than the date on which the contract enters into force.

***Coordinator's tasks***

The coordinator shall be under obligation to devote the necessary time to the contacts and inspections requested by the contracting authority or the official inspection body.

He shall also be responsible for updating the management chart, analysing service requests, statistics on the management of the equipment, the necessary repairs and improvements, following up on measures to ensure compliance of the equipment, requests for access, price reductions, the drafting of reports and minutes of meetings, and any other duties necessary to ensure best performance and guarantee results.

From the time the equipment has been accepted, any notes made, the deadlines for rectifying the defects noted and progress made shall be entered in the management chart.

The coordinator must at all times be informed of the state of the equipment and the progress of current dossiers. He may not justify non-compliance with the requirements of these specifications on the basis of action to rectify a defect noted.

***Checking the equipment***

The coordinator shall also be responsible for ensuring the proper performance of maintenance work on the equipment. At least once a year, he must audit all equipment and record his inspection in the equipment log book, giving the date and any comments together with his signature. An audit report shall be given to the contracting authority after each inspection.

***Cost of the coordinator***

The cost of coordination is incorporated in the contract prices.

1. Operational personnel

The contractor must make available the personnel necessary to successfully carry out his contractual obligations and guarantee results. He may not on any account claim a shortage of personnel.

The contractor shall make use solely of qualified and specialised personnel who are able to perform their work in accordance with the rules of the trade and the manufacturer's instructions, are trustworthy and whose papers are in order under Belgian labour legislation.

The contractor shall undertake to replace personnel in the event of leave, illness and other absence in order to ensure full continuity in carrying out the work. The present specifications are in every respect applicable to replacement personnel.

For the entire duration of the contract, the contractor shall be and shall remain the employer of his personnel.

The contractor shall undertake to apply and comply with all legislative and regulatory texts in force concerning social security, labour and tax law.

The contractor shall be obliged to submit his personnel to any investigation required by the contracting authority’s security directorate. To this end, at the time the contract enters into force, the contractor shall give the contracting authority certificates of good character for personnel who will regularly work on or deal with breakdowns to the technical equipment.

The contractor shall provide a personnel register encompassing identification sheets for the technicians who will be required to work in the buildings or called out to deal with a breakdown. These sheets will include, in particular, the surnames, first names, photos, photocopies of identity cards, vehicle types and registration numbers and certificates of good character.

***Sub-contracting***

Where there is sub-contracting, the contractor shall be required to ensure that his sub‑contractors use qualified and specialised personnel in sufficient numbers who are trustworthy and whose papers are fully in order under Belgian legislation, in particular as regards social security, labour and tax law.

The contractor shall, however, be the sole interlocutor and the sole person responsible vis‑à-vis the contracting authority and third parties.

1. Behaviour of the contractor's personnel

The contractor shall be responsible for his personnel's behaviour on the premises and shall give the necessary instructions for the security of goods and persons: he shall provide his personnel with all the information necessary for the proper performance of the contract.

Personnel shall always be properly dressed when moving within the buildings. The name of the company must be clearly displayed on their work clothes.

The contractor will impose a ban on his personnel smoking at the workplace.

The contracting authority reserves the right to require the contractor immediately to withdraw and replace any member of his personnel or that of his sub-contractors, without stating its reasons and without any consequences for the contracting authority.

1. Outside assistance

The contractor must adapt the tasks given to the people he employs to their skills and their degree of familiarity with the equipment. In this connection, he undertakes, as part of his contractual obligations, to avail himself, at his own expense, of any outside assistance required to complete his work.

1. Access by personnel to the contracting authority's buildings

The contracting authority will allow the contractor's personnel access to premises to enable them to carry out the work for which they are responsible. Such personnel must scrupulously comply with all the security rules for access to buildings laid down by the contracting authority.

The personnel, either of the contractor or one of his sub-contractors, must visibly display a pass provided by the contracting authority. At the request of any of the contracting authority's departments they must be able to show this pass at any time and must return it to those same departments when their work under the contract is terminated.

Where the contractor's or sub-contractors' personnel do not have permanent access to the contracting authority's buildings and where they have to work on the contracting authority's equipment, the coordinator shall take the necessary steps to arrange provisional access.

To facilitate access to the building for dealing with breakdowns outside working hours, the contractor shall provide a list of all technicians who may be on call for work. The list will include the technician's surname, first name and identity card number, as well as the registration of the technician's service vehicle.

For lots 1 & 2, irrespective of access control, the contractor’s personnel must clock in when entering GSC buildings and clock out when leaving. This clocking in/out shall take place at a location determined by the GSC. The data generated by the clocking in/out shall be provided to the contractor for invoicing purposes. If a member of the contractor's personnel forgets to clock in/out, the GSC will deem that individual not to have carried out any work for the GSC.

The contractor shall inform his personnel about this data processing, as required by the rules on the protection of personal data.

1. Material resources
2. Reserve material

The contractor must have all the reserve material required to respond, within the time limits imposed, to the various needs involved in maintenance, emergency and other repairs.

A limited stock of small items (push buttons, relays, contactors, printed circuit boards, etc.) must be kept on the contracting authority's premises.

In the case of large items (motors, winches, etc.), the contractor shall take all appropriate steps to ensure that they are supplied and installed within the time limits imposed.

1. Means of transport

The contractor’s personnel must have a suitable means of transport in order to meet deadlines.

1. Internal and external logistic resources

The contractor undertakes, as part of his contractual obligations, to avail himself, at his own expense, of any inside or outside assistance required to complete his work.

1. Tools, measuring appliances and items of equipment

The contractor shall provide all the essential tools, appliances and individual and collective items of maintenance equipment in sufficient quantities to carry out his work.

When it is deemed necessary to fit specific measuring appliances, the contractor shall install them in the appropriate places at the expense of the contracting authority.

He shall be and shall continue to be the owner of such appliances, which he will make available to the contracting authority free of charge and will take back at his own expense.

Similarly, the contractor will, at his own expense and under his sole responsibility, provide any handling, lifting or access equipment necessary to meet his contractual obligations and obligation to achieve a result.

1. Administrative resources
2. Training centre

The contractor must provide ongoing training for his technicians and supervisors on lifting equipment and safety, by means of either an internal training centre or external training courses.

1. Administrative centre for management of the contract

The contractor must have an administrative and commercial department to manage the contract. This includes, in particular:

* the drawing up of technical data sheets;
* the calculation of charges per piece of equipment;
* the drawing up of any amendments to the contract;
* estimates for the work;
* the drawing up and maintenance of various files (modernisation, conversion, measures to ensure compliance, updating of existing files, etc.);
* providing administrative support for its teams vis-à-vis the contracting authority;
* invoicing.

1. Information and documentation centre

The contractor must, at the contracting authority's request, supply all the information required for proper management of the stock of equipment.

In addition, it will have to keep the contracting authority informed of any new products developed or put on the market.

1. Time limits

The following call-out times and restart times (as defined in 1.3.4.3.) are the maximum allowed:

1. Call-out times

|  |  |  |
| --- | --- | --- |
| **Call-out times** | **Trapped person(s)** | **Breakdown** |
| Working days from 7.00 to 17.00 | 2 hours | 2 working days |
| Working days from 17.00 to 7.00, weekends and public holidays | 3 hours | 2 working days |

1. Restart times

|  |  |  |
| --- | --- | --- |
| **Restart times** | **Breakdown** | **Repairs** |
| Working days from 7.00 to 17.00 | 2 working days | 5 working days |
| Working days from 17.00 to 7.00, weekends and public holidays | 3 working days | 6 working days |

These times shall also include, where appropriate, the supply of standard parts, fitting them and restarting the equipment.

In the case of very large repairs or of an exemption granted because of circumstances beyond the contractor's control (for example delays due to third parties), any overrun of the time limits will be allowed only upon request by the contractor in writing and with the contracting authority's agreement.

Any delay in relation to the call-out and restart times shall automatically entail the application of liquidated damages as defined in Article II.15.1 of the framework contract.

1. **LOTS 1 and 2: Technical management of the contract**

Technical management of the contract shall be performed by way of meetings and reports supplied by the contractor. The schedule of six-monthly meetings shall be drawn up by the GSC.

Every six months the contractor shall submit the updated management chart in electronic format. The management chart shall consist of:

* a follow-up table for requests for intervention comprising the previous 12 consecutive months, broken down by system;
* order status, ongoing action and comments from the official inspection body;
* a summary table of progress on preventive maintenance;
* a summary of each system's unavailability rate;
* proposals for improving the performance of the various cleaning systems.

The management chart may evolve in the course of the contract.

1. **Obligations of the contracting authority**

1. Means of communication

The contracting authority shall afford the contractor's personnel, in the buildings, the possibility of making outside calls provided that such calls are of a strictly professional nature and work-related. Calls other than internal and national ones shall be charged to the contractor.

1. Access to the buildings by motor vehicle

The contracting authority shall allow access to the car park in the following buildings respectively:

* **Lots 1 and 2**: Justus Lipsius
* **Lot 3**: Jacques Delors

for a service vehicle registered in the contractor's name and required for its work. The contractor shall submit the list of vehicles covered by this authorisation for the prior approval of the contracting authority, which does not guarantee that space will be available. Access by private cars will be strictly prohibited.

1. Energy

The contracting authority shall provide the electric current necessary for the operation of the equipment.

1. Works

The contracting authority:

* shall notify the contractor of any major change it wishes to make, at its own expense, to the equipment covered by this contract. The contractor shall state whether such changes are compatible with the commitments he has entered into. He shall, where necessary, indicate the financial impact such changes would have on the costs;
* shall authorise the contractor, at his request, whenever it deems it necessary, to disable the equipment partially or totally whenever circumstances so require;
* shall notify the contractor of any works that must be carried out in the buildings and which could cause damage and adversely affect the smooth running of the equipment. The contractor will then recommend the precautions to be taken, but without his liability being invoked;
* shall prohibit any third party from working on the equipment as safety might be affected.

1. Safety

The contracting authority shall have all the statutory checks carried out at its own expense.

1. **Scope of the contract**
2. General remarks

Whatever intervention is requested, the cost of the first diagnosis shall always be borne by the contractor.

1. Works and services not incumbent on the contractor
2. Works

* Any repair arising from misuse or malice on the part of the contracting authority or of persons coming under its responsibility;
* Works or costs not included in this contract, resulting from the embellishment, improvement or alteration of the premises.

1. Safety

* Statutory inspection costs based on the General Regulations on Industrial Safety;
* Changes required to make the equipment comply with new regulations.

1. Power supply

* Maintenance and verification of drive or earth supply circuits up to the power supply panel.

1. **Orders for specific works (services on cost-plus basis)**

1. Subject

The contractor shall undertake to secure the performance of works ordered by the contracting authority on an ad hoc basis.

Such orders shall concern routine installation, fitting-out, rebuilding and repair works and stand-by services not covered by the contract.

Such works shall of necessity give rise to a written order from the contracting authority, specifying the object of the works, the cost and performance time.

1. Human resources

The contractor shall deploy human resources in addition to the resources assigned to maintenance work in order to ensure that such works are performed properly. If maintenance personnel have to be assigned to such works to ensure the proper performance of the tasks, this will be done in addition to the maintenance operations.

Where works have to be carried out during maintenance work, the contractor must increase the staffing levels accordingly so that all the work can be completed.

The personnel responsible for carrying out the work will in all cases have the skills required in keeping with the nature of the work requested.

The coordinator referred to in 4.1.1 shall be the contractor's sole interlocutor and person responsible vis-à-vis the contracting authority.

1. Prices and payment conditions
2. General remarks

Specific works shall be organised according to three operating methods, which may be combined depending on the project. Choosing the operating method(s) shall be the responsibility of the contracting authority.

Supply of equipment and materials/Subcontracted services

Without exempting it from the requirement for prior agreement of the contracting authority, the contractor may be obliged to use a supplier for equipment, components or materials, or to subcontract specific work when the involvement of the sub-contractor is essential for reasons connected to accreditation, competence, the guarantee or regulations.

This concerns services that will be subcontracted to a third company which has been declared and approved by the Secretariat in advance. The price shall be determined by applying the contractor's increase coefficient to each tender of the sub-contractor(s).

For the supply of components or equipment, the final price shall be determined by applying the contractor's increase coefficient to each tender of the selected supplier(s).

At the tender stage, the contractor shall attach to his offer the tender(s) of the supplier(s) or sub-contractor(s) consulted (according to the procedures for competitive tendering described in point 3.4, to which his increase coefficient shall be applied. The most advantageous offer in terms of the pre-defined award criteria shall be selected.

At the invoicing stage, the amount of the contractor's invoice shall correspond to the supplier's or sub-contractor's invoice, which shall be attached to the invoice, plus the application of the increase coefficient.

Flat-rate services by the contractor

These are services (equipment plus labour) for which the contractor has submitted a binding and flat-rate offer.

At the invoicing stage, the amount shall correspond to the flat rate, with no additional justification.

Cost-plus services by the contractor

These are labour services provided by the contractor such as stand-by during summits, or services for which he submits a tender based on an estimate of the hours needed to complete work, to which the hourly rates defined in the financial tender form apply.

However, two scenarios are possible at the tender stage:

* total time and materials: the hours worked may always be invoiced;
* capped fee: under no circumstances may the hours worked exceeding the estimate received be invoiced.

It shall be the contractor's responsibility to justify at the invoice stage the hours actually worked; only those hours shall be invoiced.

To that end, the contractor shall attach to the invoice the time sheet of his technician(s), breaking down the hours worked. This sheet must be signed by a member of the Technical Management sector.

1. Time limits for tenders

If not explicitly mentioned in the invitation to tender, the prior estimate must reach the contracting authority within the time limits mentioned below, running from the time the contracting authority publishes its invitation in writing. For reasons of efficiency, the contracting authority's invitation will be issued by email.

|  |  |
| --- | --- |
| **Type of invitation** | **Max. time limit (working days)** |
| Urgent invitation (safety, cradles at a standstill) | 1 day |
| Normal invitation | 5 days |
| Invitation involving a sub-contractor | 10 days |
| Invitation involving a study | 20 days (except special case to be justified to the contracting authority) |

1. Sub-contractors and supplies

When works ordered by the contracting authority on an ad hoc basis involve the use of a sub-contractor and/or external supplier, or exceed the capability of the company's personnel, the contractor may propose to have them carried out in full or in part by sub‑contractor(s) and/or suppliers, on condition that he has received the written approval of the contracting authority.

The contractor shall be responsible for coordinating the works carried out by sub‑contractors.

1. Procurement procedures

If in the area concerned companies have direct links with the contracting authority through other contracts, the contractor shall call on those companies first, which will produce their tenders on the basis of the terms stipulated in their own contract.

In other cases, the selection of sub-contractors or suppliers shall be organised by analogy with the provisions laid down in the Financial Regulation (Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 on the financial rules applicable to the general budget of the Union) and its Rules of Application (Commission Delegated Regulation (EU) 2015/2462 of 30 October 2015):

(a) Calls to sub-contractors or suppliers for tenders shall be initiated by the contractor in collaboration with the department of the contracting authority managing the contract (hereafter: 'contracting authority'), in accordance with the estimated value of the contract to be awarded, i.e.:

* EUR 0 => EUR 15 000: a valid tender must be submitted; this does not preclude the possibility for the contractor to request prices from several companies, nor for the contracting authority to impose a requirement for wider competition. The candidate may be presented by the contractor or by the contracting authority. The choice must be approved by the contracting authority.
* EUR 15 001 => EUR 60 000: at least three candidates must be consulted; this does not preclude the possibility for the contractor to request prices from a larger number of companies, nor for the contracting authority to impose a requirement for wider competition. Candidates may be presented by the contractor or by the contracting authority. If, following consultation of the candidates, the contracting authority receives only one tender that is administratively and technically valid, the contract may be awarded provided that the award criteria are met. The choice of the winning tender must be approved by the contracting authority.
* More than EUR 60 000: depending on the technical nature of the project, the degree of urgency and the service continuity of the equipment:
  + The contracting authority may conduct the procurement procedure itself in accordance with the Financial Regulation and its Rules of Application. In this case, the successful tenderer is imposed on the contractor as the sub-contractor.
  + Alternatively, the contractor may receive authorisation from the contracting authority to survey the market and/or initiate a call for tenders on the basis of a list of companies produced in collaboration with the contracting authority, or, where applicable, a list drawn up by the contracting authority following a call for expressions of interest.

(b) Competitive tendering documents shall be drawn up by the contractor on the basis of the templates provided by the contracting authority and shall be approved by the contracting authority before being forwarded to candidates. More particularly, the procedures for evaluating tenders, the criteria for awarding the contract and, if applicable, the selection criteria, shall be decided by common accord between the contractor and the contracting authority.

(c) Calls for tenders must be sent simultaneously to all the companies selected. Proof of sending must be attached to the file.

1. For contracts below EUR 60 000, sending by e-mail or fax shall be accepted.
2. For contracts above EUR 60 000, sending must be done at least by post (registered letter).

(d) The arrangements for receiving tenders shall be as follows:

1. for contracts below EUR 60 000, receipt by fax or e-mail shall be accepted;
2. for contracts above EUR 60 000, sending by registered mail/courier shall be mandatory. Hand-delivery to the quai de déchargement shall also be permitted. Tenders shall be addressed to the relevant department of the contracting authority. They shall be opened by the same committee as will carry out the evaluation.

(e) Tenders shall be evaluated as follows:

1. Contracts below EUR 60 000. The contractor shall carry out a preliminary evaluation. The examination of the tenders and the selection of the successful tender shall be finalised by the contractor with the participation of at least one member of the relevant departments of the contracting authority.
2. Contracts above EUR 60 000. A committee shall be responsible for evaluating the tenders. It shall be made up of one or more members of the contractor's staff, one or more members of the relevant department of the contracting authority and one member of the Finances Unit of DGA 2B of the GSC.

(f) The contractor shall draw up a comparative table for evaluating the offers (technical and financial - free format). For contracts above EUR 60 000, he shall draw up his tender evaluation report on the basis of the template provided by the contracting authority.

The procedures for competitive tendering for sub-contracting and/or supplies and the amounts set out above may be amended in keeping with developments in the rules applicable to the contracting authority. The contracting authority will inform the contractor of any changes in good time by registered mail so that the new arrangements can be implemented correctly.

1. Application of the coefficient

The contractor shall be authorised to apply a coefficient to supplies and sub-contracting, covering his general costs and costs associated with research, coordination and business profits, in accordance with the following principles:

* where there is partial or total sub-contracting, the coefficient shall be applied to the amount of the sub-contractor's invoice only;
* where materials are supplied and fitted by the contractor's personnel, the coefficient shall be applied to the amount of the invoice for supplies only.

This coefficient shall be established taking into account the contractor's costs, including, but not limited to, requests for quotes from sub-contractors and suppliers, the drawing up of project tenders, stock management, the drawing up of progress reports and invoices, general operating costs, insurance, taxes, duties and general charges, and the contractor's costs, risks and profits.

1. Acceptance of the work

All the work shall undergo an acceptance procedure once completed. Such acceptance must take place within the time limit specified in the order by the works coordinator and the representative of the contracting authority.

Prior to this, the contractor shall provide a clean report on entry into use drawn up by an approved body and the complete as-built file.

A document containing all comments relating to acceptance shall be drawn up and signed by the two parties for approval.

1. Invoicing

Invoices relating to the fixed-price part of the full-service maintenance (Title 1 of Annex 3 Financial tender form) shall be drawn up monthly, in twelfths and payable in arrears.

Invoices relating to specific works (cost-plus services, Titles 2 and 3 of Annex 3 Financial tender form) shall be drawn up following the provision of the services. An invoice shall be drawn up for each order and shall include the reference of the purchase order issued by the contracting authority, the certificate of acceptance of the work, details of the hours worked and invoices concerning the supply of materials or sub-contracting.

The invoice shall be accompanied by the following documents:

* + copy of the purchase order
  + copy of the call-out form and/or the service records
  + suppliers' invoices
  + sub-contractors' invoices.

**ANNEX 2 - APPENDIX 1**

**LOT 1**

**Technical features of the various façade access systems**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Floor** | **Make** | **Load [kg]** | **Year** |
| N1 | 10 | Mannesman | 200 kg | 1994 |
| N2 | 20 | Mannesman | 200 kg | 1994 |
| N3 | 40 | Mannesman | 200 kg | 1994 |
| N4 | 70 | Mannesman | 200 kg | 1994 |
| N5 | 90 | Mannesman | 200 kg | 1993 |
| Auxiliary cradle | 02 | Mannesman | 120 kg | 1994 |

**LOT 2**

**Technical features of the various façade access systems**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Floor** | **Make/Type** | **Load [kg]** | **Year** |
| N1 | Roof | Secalt / Mars | 240 | 2006 |
| N2 | Roof | Secalt / Jupiter | 240 | 2006 |
| N3 | +10 | Secalt / Alta | 240 | 2006 |
| N4 | +1 - Loi | Secalt / Alta | 120 | 2006 |
| N5 | +1 - Etterbeek | Secalt / alta | 120 | 2006 |

**ANNEX 2 - APPENDIX 2**

**LOT 3**

**Technical features of the various façade access systems**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Description** | **Max. load (kg)** | **Other features** |
| **TRE BUILDING**  **Rue de Trèves 74, 1000 Brussels** | | | |
| Roof 8th floor | MANNESMAN W7733P movable cradle on rail | 250 kg or 2 pers. + 80 kg | 58 m / Cable Ø 6.5 mm |
| Roof 8th floor  Access to the platform | Fixed wall ladder with cage | 120 kg | 9 steps |
| Roof 9th floor  Access to the cooling unit | Fixed wall ladder with cage | 120 kg | 7 steps |
| 7th floor  Access from service room towards 7th floor/B68 side | Fixed wall ladder with cage | 120 kg | 21 steps |
| 7th floor  Access from service room towards 7th floor/Rue de Trèves side | Fixed wall ladder with cage | 120 kg | 21 steps |
| 7th floor  Rue de Trèves side | Double cable lifeline | 2 pers. |  |
| Roof 8th floor | Floor grating |  |  |
| Double skin | Floor grating |  | All floors |
|  | | | |
| **JDE BUILDING**  **Rue Belliard 99-101, 1048 Brussels** | | | |
| Exterior/Roofs 7th and 8th floors  Interior/Double skin | FIXATOR movable cradle on internal and external rails in 4 parts + 3 trolleys | 240 kg or 2 pers. | 58 m / cable Ø 8.3 mm |
| 7th floor/CoR side  Interior/Double skin | Movable ladder on rail with platform (101) | 120 kg | 13 steps |
| 7th floor/EESC side  Interior/Double skin | Movable ladder on rail with platform (102) | 120 kg | 13 steps |
| 7th floor/CoR side  Exterior | Movable ladder on rail with platform (103) | 120 kg | 20 steps |
| 7th floor/EESC side Exterior/Southern façade/Park | Movable ladder on rail with platform (104) | 120 kg | 36 steps |
| 7th floor/EESC side Exterior/Southern façade/Park | Movable ladder on rail with platform (105) | 120 kg | 13 steps |
| 5th floor/EESC side Exterior/Eastern façade/Park | Movable ladder on rail with platform (106) | 120 kg | 36 steps |
| 6th floor/EESC side  Exterior/Eastern façade/Park | Movable ladder on rail with platform (107) | 120 kg | 16 steps |
| 5th floor/EESC side Exterior/Eastern façade/Park | Movable ladder on rail with platform (108) | 120 kg | 16 steps |
| 4th floor/EESC side Exterior/Eastern façade/Park | Fixed wall ladder (109) with cage | 120 kg | 17 steps |
| Park side/Ground-floor level/Access internal courtyard printshop | Fixed wall ladder with cage | 120 kg | 14 steps |
| 1st floor/Double skin | Lifeline (216) + 2 trolleys and lanyard | 2 pers. |  |
| 1st floor/Park side | Lifeline (217) + 1 trolley and lanyard | 2 pers. |  |
| 1st floor/Park side | Lifeline (233) + 2 trolleys and lanyard | 2 pers. |  |
| 2nd floor/Park side façade | 2-part lifeline (214A and 214B) + 3 trolleys and lanyard | 2 pers. |  |
| 2nd floor/Double skin/Rue Belliard side | 2-part lifeline (215A and 215B) + 2 trolleys with lanyard | 2 pers. |  |
| 3rd floor/Park side façade | Lifeline (213) + 2 trolleys with lanyard | 2 pers. |  |
| 3rd floor/Double skin/Rue Belliard side | Lifeline (312) + 2 trolleys and lanyard | 2 pers. |  |
| 4th floor/Park side | 3-part lifeline (230, 231, 232) + 2 trolleys with lanyard | 2 pers. |  |
| 4th floor/Double skin/Rue Belliard side | 3-part lifeline (224, 211, 210) + 2 trolleys with lanyard | 2 pers. |  |
| 5th floor/Park side | Lifeline (209) + trolley and lanyard | 2 pers. |  |
| 5th floor/Park side | Lifeline (208) + trolley and lanyard | 2 pers. |  |
| 5th floor/Double skin/Rue Belliard side | Lifeline (207) + 2 trolleys and lanyard | 2 pers. |  |
| 5th floor/Double skin/Rue Belliard side | Lifeline (206) + 2 trolleys and lanyard | 2 pers. |  |
| 5th floor/Double skin/Rue Belliard side | Lifeline (205) + 2 trolleys and lanyard | 2 pers. |  |
| 6th floor/Double skin/Rue Belliard side | Lifeline (204) + 2 trolleys and lanyard | 2 pers. |  |
| 6th floor/Double skin/Rue Belliard side | Lifeline (203) + 2 trolleys and lanyard | 2 pers. |  |
| 6th floor/Double skin/Rue Belliard side | Lifeline (202) + 2 trolleys and lanyard | 2 pers. |  |
| 6th floor/Terrace/Park side | 1 post |  |  |
| 8th floor/Roof | Lifeline (201) + 2 trolleys and lanyard | 2 pers. |  |
| 8th floor/Terrace/Rue Remorqueur side | 1 post |  |  |
| 7th floor/Exterior/Glass roof Atrium 6 | Lifeline between 2 walls + 1 trolley | 2 pers. |  |
| 7th floor/Terrace/Rue Remorqueur side | 2 posts |  |  |
| Rear façade | Floor grating |  |  |
| 1st floor/Façade VIP restaurant Rue Remorqueur side | Floor grating |  |  |
| 1st floor/Restaurant entrance | Floor grating |  |  |
| Double skin | Floor grating |  | All floors |
|  | | | |
| **B68 BUILDING**  **Rue Belliard 68, 1000 Brussels** | | | |
| 9th floor/Rue Belliard side/Towards roof 10th floor | Fixed wall ladder with cage | 120 kg |  |
| 9th floor/Rue Belliard side/Section from roof 9th to roof 8th | Fixed wall ladder with cage | 120 kg |  |
| 10th floor/Roof/Rue Belliard side | Rail + 2 jib cranes (2 and 4) | 250 kg per jib crane |  |
| 10th floor/Roof/Garden side | Rail + 2 jib cranes (1 and 3) | 250 kg per jib crane |  |
| 10th floor/Roof/Centre roof | Lifeline (201) | 2 pers./1 kN |  |
| 9th floor/Roof/Façade Rue Belliard side | 24 anchor points | 1 pers. |  |
| 8th floor/Roof/Façade Rue Belliard side | 24 anchor points | 1 pers. |  |
| **BvS BUILDING**  **Rue Montoyer 92-102, 1000 Brussels** | | | |
| Roof | 6 jib cranes | 300 kg |  |
| Roof | 36 posts for jib cranes |  |  |
| Roof 12th floor/Towards roof service room | Fixed wall ladder with cage |  | 14 steps |
| Roof/Terrace 9th floor | Lifeline |  |  |
| Roof 13th floor | Lifeline |  |  |
|  | | | |
| **REM BUILDING**  **Rue Belliard 93, 1000 Brussels** | | | |
| Interior/7th floor | TRACTEL SOLO rail + trolley + movable cradle | 120 kg or 1 pers. + 40 kg | 20 m / cable Ø 6.5 mm |
| Roof 8th floor | 8 rotary jib cranes | Max. 500 kg |  |

**ANNEX 2 - APPENDIX 3**

**RULES AND INSTRUCTIONS CONCERNING HEALTH AND SAFETY**

**FOR THE ATTENTION OF OUTSIDE FIRMS**

**WORKING IN THE INSTITUTION**

**(separated document)**