

Thessaloniki, 16/09/2008
RS/PRO/2008/967**OPEN INVITATION TO TENDER****AO/RES/ICTF/ DB-ADMIN/019/08****‘Database administration services - Sybase and MS SQL’****REQUEST FOR CLARIFICATION (2) – QUESTIONS AND ANSWERS****Question No. 1**

Is it mandatory for specific database administration services to be offered on-site, or is it at our discretion to decide which services to offer on-site and which remotely?

Cedefop’s clarification to Question No. 1

Regarding the implementation of procedures at the beginning of the contract and the regular administration of the database over 4 years, **it is at tenderer’s discretion to decide which services should be offered on-site, and which services can or should be done remotely.** Your Technical Offer should describe the proposed by you approach. Your Financial Offer for the implementation of the procedures at the beginning of the contract and the regular administration of the database should include all expenses, including travel expenses if necessary.

Concerning one-off assignments, we have foreseen 4 on-site meetings (or on-site interventions) over 4-years, for each of the two lots. These are estimations only. The number of actual meetings will be decided together with the selected tenderer (the contractor), depending on the type of interventions necessary.