



**OPEN INVITATION TO TENDER**  
**AO/DRS/SAN/ICTNetSS/003/18**  
**'ICT Network Support Services'**  
**CEDEFOP's CORRECTION Nr 1**

Please note that following a request for clarification, it has been noted that bullet 5 of point 2.2. Additional Requirements contains errors and should be corrected.

**Erroneous statement:**

5. The contractor will always provide timesheets and reports on each project's progress. These reports must follow proper Project Management principles such as Prince2, RUP and are considered prerequisites for approval of any invoice payment. Upon request full documentation on the completed work performed during each Order Form i.e. configurations and planned details should be provided.

The text of bullet 5 of point 2.2 shall read as follows:

**Corrected text:**

5. The contractor will always provide timesheets and reports on each project's progress. Cedefop uses the Programme Management Methodology PM<sup>2</sup> (PM Square). Task management tools (such as Jira tickets) should be used to follow up the tasks performed. Reports<sup>1</sup> shall be submitted by the contractor together with an invoice, justifying the payment of services rendered.

---

<sup>1</sup> A sample of a report is annexed to this document