



European Organization for Nuclear Research
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Price Enquiry

Technical Specification

Supply, assembly, and installation of hotel furniture in 133 rooms at the CERN hotel building 38

Abstract

This Technical Specification concerns the supply and installation of furniture to equip 133 rooms under renovation at the CERN hotel (Building 38), located on the Swiss part of the CERN site.

The delivery, assembly and installation are foreseen over five months from notification of the Contract. The first delivery is expected to take place within three months from notification of the Contract.

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1. INTRODUCTION

The provisions of this Technical Specification shall prevail on the General Conditions of CERN Contracts (CERN/FC/6211-II). The General Conditions of CERN Contracts shall apply insofar as they are neither countermanded nor modified in this Technical Specification.

Capitalized terms in the body text are defined either in the General Conditions of CERN Contracts or in the present document.

1.1 Introduction to CERN

CERN, the European Organization for Nuclear Research, is an intergovernmental organization with over 20 Member States¹. Its seat is in Geneva but its premises are located on both sides of the French-Swiss border (<https://maps.web.cern.ch>). CERN's mission is to enable international collaboration in the field of high-energy particle physics research and to this end it designs, builds, and operates particle accelerators and the associated experimental areas. At present, more than 10 000 scientific users from research institutes all over the world are using CERN's installations for their experiments. Further information is available on the CERN website: <http://cern.ch>.

The accelerator complex at CERN is a succession of machines with increasingly higher energies. Each machine injects the beam into the next one, which takes over to bring the beam to an even higher energy, and so on. The flagship of this complex is the Large Hadron Collider (LHC) (see Figure 1).

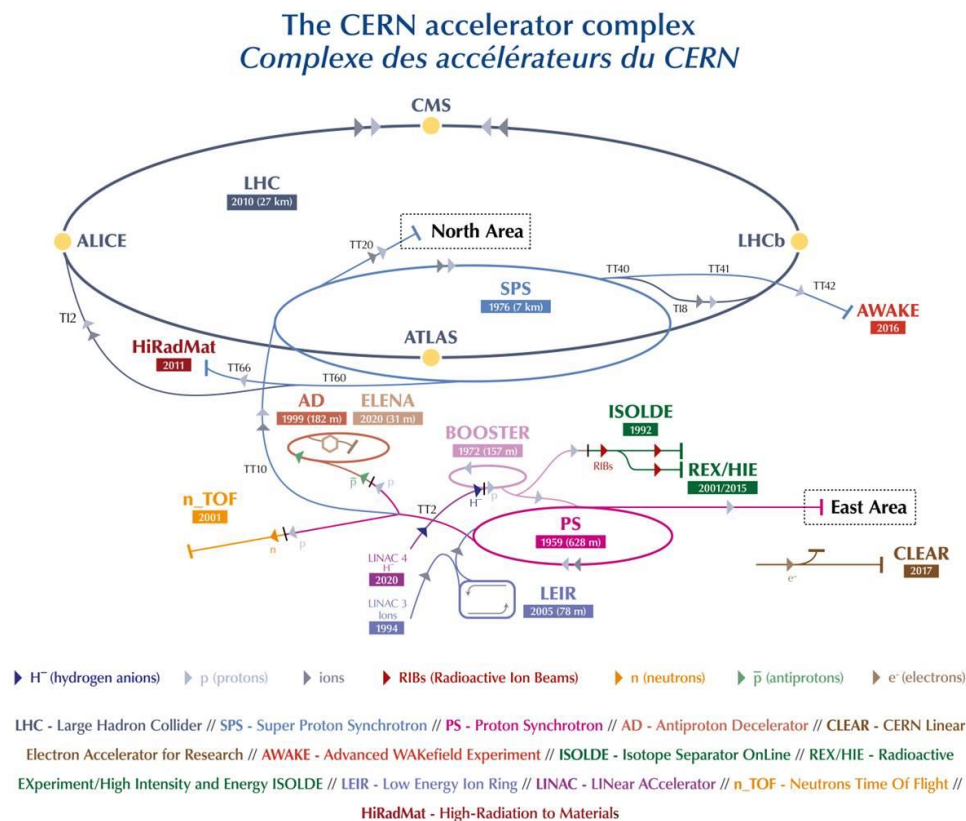


Figure 1: CERN Accelerator Complex

¹ <http://home.web.cern.ch/about/member-states>

1.2 Introduction to the CERN hotel

CERN owns and manages a hotel complex consisting of three buildings (B. 38, 39 and 41) totalling 423 rooms located in the Swiss side of its domain. This hotel complex is not open to the public. Access is restricted to certain categories of people, connected to the official activities of the Organization. Prices range from 14 CHF for a shared room to 77 CHF for a double room.

1.3 Introduction to the Refurbishment of Building 38 project

The basement, the ground, first, second and third floors of B. 38 are currently being renovated. The works shall be completed in the course of 2021 and the furniture for these floors shall be replaced. A first part of the renewal of the furniture in building 38 was carried out in 2015 (floors 4 and 5).

CERN Hotel capacity: building 38

Type of room Building 38	Number of rooms	Number of beds
Single room with washbasin	58	58
Single room with toilet and washbasin	30	30
Single room with full bathroom (washbasin, shower and WC)	65	65
Twin room with full bathroom (washbasin, shower and WC)	25	50
Shared room with washbasin	26	52
Twin room with shower for disabled persons	1*	2
Single room with shower for disabled persons	-	-
Total	205	257
*including 1 studio		

1.3.1 Description ground floor, 1st, 2nd and 3rd floor of building 38

Type of room	Ground Floor		1st Floor		2nd Floor		3rd Floor		Total	
	Number of rooms	Number of beds	Number of rooms	Number of beds	Number of rooms	Number of beds	Number of rooms	Number of beds	Number of rooms	Number of beds
Single rooms with wasbasin			29	29	29	29			58	58
Single rooms with toilet and wasbasin							30	30	30	30
Shared rooms with wasbasin	26	52							26	52
Single room with fullbathroom (washbasin, shower and WC)			1	1	1	1	1	1	3	3
Twin room with full bathroom (washbasin, shower and WC)			5	10	5	10	5	10	15	30
Twin room with shower for disabled persons	1	2							1	2
Single room with shower for disabled persons									0	0
Total	27	54	35	40	35	40	36	41	133	175

(for surfaces and electrical equipment, refer to the drawings in annexes 2, 3, 4, 5 & 6).

1.3.2 *Rooms furniture: examples of current layout in Building 38*



Picture 1- twin room



Picture 2- single room

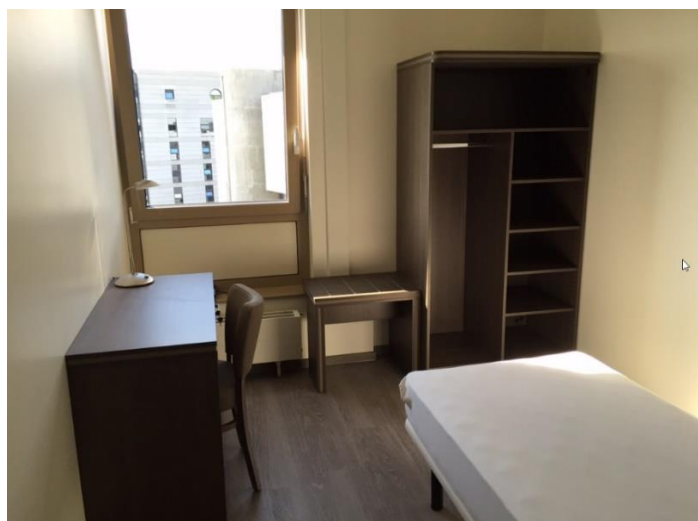


Picture 3 –shared room

1.3.3 *Rooms furniture: example of layout of rooms renovated in 2015*



Picture 4: twin room



Picture 5: single room



Pictures 6, 7, 8 , 9 and 10: examples of furniture of the renovated rooms

1.3.4 *Rooms furniture:*



Picture 11: built-in kitchen cupboard in the studio to be replaced by a new one

Picture 12 and 13: example of current chair and table in shared kitchen



Pictures 12 and 13: built-in cupboard 3 doors: pictures and dimensions (cm)



Pictures 14 and 15: built-in cupboard 4 doors: pictures and dimensions (cm) – height is the same for both.

2. SCOPE OF THE SUPPLY

2.1 General description

CERN intends to place a contract (hereinafter referred to as the “Contract”) for the supply, assembly and installation of furniture in 133 rooms under renovation (hereinafter referred to, in whole or in part, as the “Supply”) on the ground floor, 1st, 2nd and 3th floors of building 38 as described in section 3. The renovation works will be completed in several phases and the rooms will be back in operation as mentioned in the schedule in section 7.1.

The supply, assembly, and installation of the furniture into the 133 rooms shall be completed in accordance with schedule detailed in section 6.1 below.

The successful bidder (hereinafter referred to as the “Contractor”) shall perform the Contract as defined in this technical specification, including its annexes.

2.2 Content of the Supply

The Supply shall include:

- The supply, delivery, assembly, and installation of the furniture according to the description in section 3, including all the necessary travel, lodging and subsistence fees.
- The waste sorting and disposal in containers (provided by CERN for this purpose).
- The cleaning of each room upon assembly and installation.

All services necessary for the proper performance of the contract that are not explicitly mentioned in the technical specification but are essential for the execution of the contract shall be considered an integral part of the technical specification.

The contractor will ensure the provision of the product range offered for a period of five years after the entry into force of the contract. If the contractor cannot offer this guarantee, the contractor will in all cases provide an alternative range consistent with that provided initially.

The Supply shall include:

- *Technical* deliverables as specified in section 3.
- *Activities* as specified in section 4.
- *Documentation* as specified in section 5.

2.3 Equipment, Materials and Facilities Provided by CERN

CERN will provide the following equipment, materials, and facilities for the purpose of the performance of the Contract:

- Waste containers on request and under the responsibility of the contractor (waste sorting to be respected).
- Electrical power on Contractor's instructions.
- A water supply to enable correct cleaning of the site.
- Storage Area.

3. SPECIFICATION OF THE TECHNICAL DELIVERABLES

The Supply shall include the technical deliverables as specified in the present section.

Regarding items for which materials or manufacturers are not specified, top quality products shall be used. All products used must be pre-approved by CERN after presentation of their certifications and technical specifications.

The Bidder is invited to submit a full quote for all the services requested, based on the technical information in this technical specification.

Before submitting the bid, the Bidder is encouraged to visit the site to be aware of places and constraints in the context of this price inquiry and ask any relevant questions to the full understanding of document for the tender.

The requirements of this technical specification should be considered only as minimum conditions. They do not diminish the responsibility of the Contractor as to the correct selection of the components of the supply and perfect compatibility with CERN Safety rules and the required equipment for the 133 rooms.

The quantitative characteristics and dimensions included on the plans or in texts are given as an indication only, the execution documents shall be prepared by the Contractor.

In addition to their compliant bid, bidders can propose an alternative layout for the shared rooms, that privileges privacy of each client.

3.1 Description of the furniture to be supplied

The furniture to be supplied, assembled, and installed in the 133 rooms is the following (dimensions are indicative, the bidder shall make sure that the proposed furniture fit perfectly in each room):

Room furniture's:

- 1/ DESK WITH DRAWER: A wooden melamine desk and laminated top 5 cm thick with a lockable drawer with the same type of lock, steel handles; 2 paneled feet on coasters, top laminate panels. Dim: H 78 cm, L110 cm, D 50 cm.
- 2/ DESK WITH OFFICE PEDESTAL: A wooden melamine desk and laminated top 5 cm thick with a lockable office pedestal with the same type of lock, steel handles; 2 panelled feet on coasters, top laminate panels. Dim: H 78 cm, L110 cm, D 50 cm.
- 3/ CHAIR: A comfortable chair in solid beech wood frame, insulation pads TEFLON under each foot, reinforcing gusset for the seat, suspension by particle boards, seat foam: minimum density 40 kg / m², back: density maximum 20kg / m².
- 4/ HEADBOARD WITH BESIDE TABLE: Non-padded chipboard melamine headboard to be applied against the plasterboard. Chipboard wooden panel supports in melamine. Dimension L150 * H130 cm; with a fixed shelf acting as a bedside table, pre-drilled for switches / sockets. 1 LED wall lamp, modern with low-energy bulb E27 + 1 integrated LED 6000K, 2 switches.
- 5/ HEADBOARD: Non-padded chipboard melamine headboard to be applied against the plasterboard. Chipboard wooden panel supports in melamine. Dimension L150 * H130 cm.
- 6/ BESIDE TABLE: A wooden melamine and laminated beside table with a drawer steel handles; Dim: H 53 cm, L42 cm, D 40 cm.
- 7/ LED BEDSIDE LAMP: modern with low-energy bulb E27; Lumen output of 2000 lumens, color rendering index (CRI) greater than or equal to 80, Color temperature: 4000 °K; 1 switch.
- 8/ LUGGAGE RACK: A wooden melamine luggage rack L65cm dimension, width 50 cm, P45 cm with back credenza for wall protection, protective perpendicular aluminum top rail.
- 9/ WARDROBE: An open chipboard wardrobe, size H190 cm L100 cm D60 cm / interior: ½ wardrobe, ½ shelving.
- 10/ CURTAINS: Manufacture, supply and installation of curtains H180 x L130 cm, anti-fire blackout curtain. Finish sewn pleats on traverse rod 24/16 fitted to the ceiling.

- 11/ MIRROR: A mirror with frame (wall mounting with Allan key) Dimension H180 * L70 * W5 cm.
- 12/ COAT HOOKS: 2 single crochet hooks chrome, solid brass chrome finish, one-piece accessory 3 fixing points on platinum, oblong holes. Direct fixation in the wall, no visible screws, screws, and plugs supplied, platinum and stainless-steel screws. Dim (mm): L58, D65, H79.

Built-in cupboards (existing cupboards remain, only doors are changed):

- 13/ DOORS FOR BUILT-IN CUPBOARD (3 doors) Doors for built-in cupboard (3 doors): Abrasion resistant, Scratch resistant, Easy maintenance. Dim: see pictures.
- 14/ DOORS FOR BUILT-IN CUPBOARD (4 doors) Doors for built-in cupboard (4 doors): Abrasion resistant, Scratch resistant, Easy maintenance. Dim: see pictures.

Studio

- 15/ TABLE AND CHAIRS: a wooden melamine table and laminated top 5 cm thick with matching chairs (2 chairs); resistant structure in metal, top laminate panels. Abrasion resistant, Scratch resistant, Easy maintenance, wheelchair accessible table. Dim. table: H 81 cm, Length 80 cm, width 80 cm.
- 16/ BUILT-IN KITCHEN CUPBOARD (see picture 11); the lower part must be designed to be accessible and easy to use for anyone who uses a wheelchair with: minimum a cupboard for storing crockery and kitchen utensils as well as a microwave storage; the upper part will be used by others guests. Dim (cm): D:60 x L:147,5 x H:258,5.
- 17/ BUILT-IN BEDROOM CUPBOARD: the lower part must be designed to be accessible and easy to use for anyone who uses a wheelchair, the upper part will be used by other guests. must include wardrobe and shelving. Dim (cm): D:60 x L:147,5 x H:258,5.

Shared Kitchen:

- 18&19/ TABLE AND CHAIRS: for shared kitchen: A wooden melamine table and laminated top 5 cm thick with matching chairs (4 chairs/table); resistant structure in metal, top laminate panels. Abrasion resistant, Scratch resistant, Easy maintenance Dim. table: H: 78 cm, L:140 cm, W: 80 cm.

Options:

- 20/ EDGING STRIPS: Optional Edging strips for wood and furniture (for maintenance): 50 meters.
- 21/ FROSTED FRAMED SCREEN GLASS PANELS: Optional Frosted framed Screen glass panels, Easy Clean in 6mm tempered safety Glass and complete with safety bracing bars. Fixing bars included. L: 100 cm, H: approx. 200 cm.
- 22/ BATHROOM MIRROR CABINET: High quality aluminum profile, two hinged doors with soft door closure. 2 interior compartments for holding bathroom accessories of two persons and a lower shelf. Lighting: LED, Lumen output of 2000 lumens, color rendering index (CRI) greater than or equal to 80, Color temperature: 4000 °K; Dimension (cm): L:60, D:12, H:54. Height with lighting: 77.

3.2 Quantities (see Annex 12: Room furniture: quantities)

	Building 38	ground floor						1st floor				2nd floor				3rd floor				Total	Options spare parts
	Quantities	Single with washbasin	single with washbasin & wc	single full bathroom	twin full bathroom	shared kitchen	Single with washbasin	single with washbasin & wc	single full bathroom	single full bathroom	twin full bathroom	Single with washbasin	single with washbasin & wc	shared bathroom	single full bathroom	twin full bathroom	single with washbasin & wc	shared bathroom	single full bathroom	twin full bathroom	
	1/Desks with drawer				1		29		1	5	5	29			1	5	30	1	5	107	5
	2/Desks with office pedestal		52																	52	1
	3/Chairs		52		3		29		1	5	5	29			1	5	30	1	5	161	5
room furniture	4/Headboards including bedside tables (x 2 for twin)		-				29		1			29			1		30	1		91	5
	5/Headboards (x2 for twin)				1					5						5			5	16	1
	6/Bedside Table				2					10						10			10	32	1
	7/LED Bedside lamp				2					10						10			10	32	2
	8/Luggage rack		-		1		29		1	5	5	29			1	5	30	1	5	107	5
	9/Wardrobes				1				1						1			1		4	1
	10/Curtains		26		1		29		1	5	5	29			1	5	30	1	5	133	5
	11/Mirrors		-		1		29		1	5	5	29			1	5	30	1	5	107	5
	12/Coat hooks		52		1		58		2	10	10	58			2	10	60	2	10	265	10
Built-in cupboards	13/Doors for built-in bedroom cupboards (3 doors)		26				29					29					30			114	1
	14/Doors for built-in bedroom cupboards (4 doors)									5						5			5	15	1
Studio	15/table with 2 chairs				1															1	0
	16/ built-in kitchen cupboard				1															1	0
	17/ built-in Bedroom cupboard				1														1	1	0
shared kitchen	18/Table for shared kitchen					23														23	0
	19/Chairs for shared kitchen					92														92	0
Option	20/Edging strips for wood and furniture (maintenance): 50 meters																			1	0
	21/Frosted framed Screen glass panels to split washin part/beds part in shared rooms		26																	26	0
	22/Bathroom Mirror Cabinet		26				29					29					30			114	1

3.3 Characteristics and Performances of the Technical Deliverables

The Supply shall comply with the following characteristics and performance requirements:

The supplied and installed furniture should be sturdy, functional, of hotel quality and suitable for intensive use². The facing used for furniture shall be type ABS (anti shock, thickness min 4mm) in the front of furniture (heavy traffic) and of melamine type for other parties (thickness min 1mm). The inside of the furniture shall also be melamine type.

All the rooms shall be equipped with the same type of furniture. The new furniture shall look like the furniture installed in rooms already renovated in 2015 (4th and 5th floor in building 38, see pictures in section 1.3.4).

All furniture shall meet safety standards of CERN Safety rules (section 5.2.1) and respond to anti-fire standards, see section 5.2.2.

The choice of colours is not yet final; it will be confirmed to the contractor at the time of placing the order. The colouring advised is dark walnut colour type.

The Contractor shall submit to CERN for approval full records of the Supply and safety files before manufacturing the series (section 5.1).

4. SPECIFICATION OF THE ACTIVITIES

The Supply shall include the activities listed in the present section. These activities shall comply with the requirements specified below.

4.1 Activities at the Contractor's Premises

Packing and Shipping

The Contractor shall be responsible for the packing and for the transport to CERN site. In this case, the Contractor shall take up a dedicated all-risk transport insurance. In all cases, the Contractor shall comply with the packing and shipping instructions available under: <https://procurement.web.cern.ch/system/files/document/packing-and-shipping-instructions.pdf> and in particular, ensure that the Supply is packed in a way that guarantees the absence of any contamination and that no damage or any possible deterioration in performance due to transport conditions can occur.

The Contractor shall comply with the relevant applicable standards in matters of packing and shipping, and with specific transport and storage requirements.

The Contractor must ensure that the furniture/equipment arrives at CERN (the delivery point specified in the project, after meeting the entry requirements at the CERN Goods Reception) without damage.

4.2 Activities on the CERN site

The Contractor shall perform its activities on the CERN site in accordance with the provisions of section 6.6.

4.2.1 *Installation*

The Contractor shall carry out the installation in accordance with following requirements:

- Unloading and unpacking the furniture.
- Storage of furniture if necessary.

² Yearly occupancy rate above 75%

- Assembling the furniture in the rooms according to the description.
- The Contractor will be responsible for all necessary measures to ensure the protection of the equipment that will be used for the assembly of the furniture such as elevators.

4.2.2 *Cleaning of the site*

The Contractor shall ensure the daily cleaning of each room upon finishing. Before receipt, all equipment (room, floors, furniture...) should be thoroughly cleaned so they are ready for use. In addition, the Contractor shall not store inflammable packaging within the CERN buildings.

5. SPECIFICATION OF THE DOCUMENTATION

The Supply shall include the documentation related to the Supply (section 5.1) and the documentation related to the performance of the Contract (section 5.2). This documentation shall comply with the requirements specified below.

All communications and documents shall be in English or French.

5.1 Documentation Related to the Supply

The documentation related to the Supply shall include:

- Documents to be supplied with the offer (see section 5.1.1).
- Technical Documentation (see section 5.1.2).
- Maintenance Documentation (see section 5.1.3).
- Safety documentation (see section 5.2.1).
- Progress report (see section 5.2.2).

5.1.1 *Documents to be supplied with the offer*

Bidders shall supply with their offer:

- All technical information (see section 5.1.2).
- The tender form dully completed and signed, including three references for the most relevant hotel project or Type 2/3 stars tourist residence (see forms to be completed in the Annex of the tender form).
- A written document containing all the relevant information the Bidder wishes to communicate with his offer.
- A copy of their insurance policy covering the assembly and installation works and mentioning the amount of coverage.

CERN will not consider uncomplete offers or that do not fully meet the requirements indicated in this technical specification

5.1.2 *Technical Documentation*

The technical documentation shall include:

- Drawings, schematics, installation of layout plans, photos if possible.

- The descriptive and technical data of the furniture and models proposed; this document explaining the proposed elements for the manufacture of the furniture, assembly, and installation of furniture parts, as well as the quality and origin of the materials,
- Safety and technical documentation including EC/EU declaration of conformity and certificates related to the compliance with anti-fire standard for furniture (see section 3.3).

Before delivery and if necessary, the Contractor will send to CERN the revised installation layout plans, with indications, types, and characteristics of installed furniture.

5.1.3 Maintenance Documentation

The maintenance documentation shall include:

- Preventive Maintenance Plan.
- Operating and maintenance instructions.

5.2 Documentation Related to the Performance of the Contract

5.2.1 Safety Documentation

The Contractor shall submit a Safety Documentation in accordance with the schedule defined in section 7.1. The Safety Documentation shall include:

- Pdp (Plan de prevention), summarizing the main general safety issues to be followed before and during delivery and assembly works; The contractor will collaborate with CERN to establish this PdP, providing a work description with presentation of the activities to be carried out, the workers involved in those activities, an assessment of the risks inherent in the worksite and the risks generated by activity, the preventive and protection measures to be taken for each risk;

The contractor and any subcontractor shall inform CERN of changes in the potential risks as and when they arise and vice versa.

Some activities are subject to a notice of starting work issued by CERN (AOC or Impact).

5.2.2 Progress reports

The contractor should confirm to CERN, one month before each delivery, that there is no change in the planning.

6. APPLICABLE RULES, NORMS AND STANDARDS

The Supply shall comply with Laws. For the purpose of the Contract, Laws shall include all relevant professional and technical norms, standards, and rules, and in particular:

6.1 Rules

- CERN Safety rules, available under: <http://cern.ch/safety-rules>;
- Swiss and/or European and French rules.
- CERN Computing rules, available under: <https://cern.ch/computing-rules>.

6.2 Norms and Standards

- ISO 10005:2018, Quality management or national equivalent – Guidelines for quality plans.
- The facing used for furniture shall be type ABS (anti shock, thickness min 4mm) in the front of furniture (heavy traffic).
- All furniture shall meet anti-fire standards including:
 - Net curtains and curtains made of fireproof M1 fabrics,
 - Furniture for bedrooms and common areas with less than 100 people classified M1 or M2

7. PERFORMANCE OF THE CONTRACT

7.1 Schedule

As specified in Section 2, the ground floor, the 1st, 2nd and 3rd floors of building 38 are being renovated.

The expected end of the renovation works for each floor are mentioned here below. This means that the site will be available for the supply, assembly, and installation of the furniture only after these dates:

- The 3rd floor for the 22/03/2021.
- The 2nd floor for the 03/05/2021.
- The 1st floor for the 01/06/2021.
- The ground floor for the 06/07/2021.

The schedule provided shall be respected by the Contractor. However, it may be amended by CERN before the start of the work, notably in the case of work by other firms in the same premises, and the date of award of the contract. No compensation will be awarded to the Contractor should the projected schedule be changed.

The Contractor shall deliver, assembly and install the Supply in accordance with the following schedule, starting from the date of notification of the Contract to the Contractor (CERN reserves the right to discuss the possibility of delivery in a single batch):

Table 1: Schedule

	Milestones	Weeks	Indicative Date
T_0	Notification of Contract to the Contractor		13/01/2021
	Delivery of Documentation (see section 5 e.g. Detailed Design File, technical documentation)	$T_0 + 2$ weeks	27/01/2021
T_1	Acceptance by CERN of the above-mentioned documentation	$T_0 + 4$ weeks	10/02/2021
T_2	Start of the installation in 3rd floor and 2nd floor	$T_0 + 14$ weeks	19.04/2021
T_3	Completion of the installation in 3rd floor and 2nd floor	$T_0 + 18$ weeks	17/05/2021
T_4	Start of the installation in 1st floor and ground floor	$T_0 + 23$ weeks	22/06/2021
T_5	Completion of the installation in 1st floor and ground floor	$T_0 + 27$ weeks	20/07/2021

Additionally, CERN requests that the Bidder proposes an alternative for the planning below. All must be completed before 20/07/2021.

Table 2: Alternative Schedule

	Milestones	Weeks	Indicative Date
T_0	Notification of Contract to the Contractor		13/01/2021
	Delivery of Documentation (e.g. Detailed Design File, Quality Plan, MIP, technical documentation)	$T_0 + 2$ weeks	27/01/2021
T_1	Acceptance by CERN of the above-mentioned documentation	$T_0 + 4$ weeks	10/02/2021
T_2	Start of the installation in ground floor, 1st floor, 2nd floor and 3rd floor	$T_0 + 19$ weeks	25/05/2021
T_3	Completion of the installation in ground floor, 1st floor, 2nd floor and 3rd floor	$T_0 + 27$ weeks	20/07/2021

Variant proposed by the Contractor

Any variant proposed by the Bidder in addition to the compliant tender must be accompanied by all the technical and financial information necessary for CERN to evaluate it knowingly.

The Bidder shall distinguish in the offer the price or prices corresponding to their conforming bid or price corresponding to the proposed variant.

The contract award is made based on the compliant tender. However, CERN reserves the right to conclude the contract based on the compliant offer of the successful Bidder or based on one of his proposed variants.

7.2 CERN Amendments:

Before signing the contract, CERN reserves the right to make minor changes. The successful Bidder will be consulted to confirm the initial price of his offer.

Once the contract signed, quantity and dimension changes will not justify unit price changes.

Works not described in the price list will need a supplementary quotation which needs to be approved by CERN before execution.

7.3 Deviations proposed by the Contractor:

If after signing the contract, the Contractor misinterprets this technical specification, CERN will not accept this as an excuse and will insist that the supply is delivered in accordance with this technical specification at no extra cost for CERN.

During the execution, the Contractor shall not make any changes of the initial approved plans and other descriptive without the prior approval of CERN. Any deviation proposed by the Contractor shall be submitted in writing to CERN for approval.

7.4 Contractor's Personnel

The Contractor shall assign an appropriate number of qualified personnel for the performance of the Contract. The personnel assigned by the Contractor to the Contract shall always remain under the sole direction and responsibility of the Contractor.

The Contractor shall forthwith replace, if so requested by CERN, any member of its personnel assigned to the Contract whose conduct or whose administrative situation affects or threatens to affect the proper performance of the Contract or any other activities on the CERN site.

The Contractor shall, at its own expense, ensure that its personnel assigned to the Contract has suitable training to comply with the requirements of the Contract.

Furthermore, before the start of the Contractor's activities on the CERN site (see section 6.6), the Contractor shall ensure that its personnel have completed the specific trainings CERN deems necessary. The CERN site specific training will be provided by CERN.

Except for the specific training provided by CERN, the Contractor shall systematically assess its personnel at the end of each training course and shall provide CERN with evidence that the personnel have been successfully trained.

CERN may also make its own assessment by setting up a series of tests and refuse the assignment of a member of the Contractor's personnel who has not been trained successfully.

7.5 Contract Follow-Up and Progress Monitoring

The Contractor shall assign a person in charge of the technical execution of the Contract and its follow-up, as well as a person in charge of the commercial follow-up, during the whole duration of the Contract. These persons shall be able to communicate in one of the official languages of CERN (English or French).

The Contractor shall send to CERN a written progress report (as specified in section 5.1.5).

7.6 Working on the CERN Site

For any intervention on the CERN site, the Contractor shall take into account and implement the rules and provisions defined in the document *Working on the CERN Site* available under: <http://procurement.web.cern.ch/key-reference-documents>

Moreover, any contractor shall inform, in writing, his employees concerned and his potential sub-contractors about working on the CERN site rules and provisions. He must also take the necessary measures so that his sub-contractors also inform their employees about working on CERN site rules.

CERN expects its contractors to attach great importance to compliance with safety regulations that govern them and that they implement all necessary measures to avoid any professional accidents and illness as well as any equipment damage, without restrictions; they must be considered in their offer.

7.6.1 Location of the Activities

The Contract will be performed on the Swiss part only of the CERN site.

7.6.2 Safety Requirements related to Activities on the CERN Site

In accordance with the provisions of section 3.1 of the document *Working on the CERN site*, the activities performed by the Contractor on the CERN site will be classified as "Category 2" worksite or activity.

The Contractor shall inform CERN in writing of any change in the potential risks as and when they arise. Some activities are subject to a notice of start of works to be issued by CERN (*Impact* system).

The Contractor shall comply with the specific worksite rules.

In accordance with § 7 of the Safety regulation CERN SR – SO “*Responsibilities and Organisational Structure in Matters of Safety at CERN*”³, the Contractor shall appoint a Safety Correspondent who shall act as its representative at CERN in matters of Safety.

7.7 Acceptance

The acceptance of the Supply shall be subject to the successful joint verification visit on site between CERN and the Contractor.

It will be checked that the supply is fully compliant with this technical specification and that all contractual services are fully executed. Maintenance documentation as defined in section 5.1.3 above, should be delivered by the Contractor upon reception dates.

In the case of non-compliance or incomplete work that is recognized, remarks will be noted. The Contractor will be required to remedy, at their expense, the defects found and to complete without delay any incomplete jobs.

All jobs, parts of jobs or furniture deemed faulty, not conforming to the specifications or implementation plans approved (section 5.1.2), will be refused by CERN and shall be redone at the Contractor's expense, until the reception.

7.8 Warranty

The warranty period is 5 years for defects in design, workmanship or materials (ex: hinges, handles, desk feet...) that appear on installation or if this appears with maintenance and normal use, it can begin only after the receipt of delivered work and any possible reserves lifted. During the warranty period, CERN may call upon the Contractor to make adjustments or modifications needed to installations in order to meet technical specifications, at the expense of the Contractor, unless it is caused by normal use, lack of maintenance or improper use.

³ Available at <https://www.cern.ch/safety-rules>.

8. CERN REPRESENTATIVES

All commercial and technical correspondence concerning the Invitation to Tender shall be communicated to the CERN Procurement officer and in copy to the Technical officer. Any communication by or to any other person than the CERN Procurement Service shall not be valid and have no effect.

Procurement officer	Telephone	Email
Mrs Sandrine Magnan	Tel: +41 22 767 44 84	Sandrine.magnan@cern.ch
In case of absence:		
Mr Adam Horridge	Tel: +41 22 766 30 54	adam.horridge@cern.ch
Technical officer	Telephone	Email
Mr Grégoire Mathias	Tel: +41 22 767 9001	gregoire.mathias@cern.ch
In case of absence:		
Mrs Paula Correia	Tel: +41 22 767 6991	paula.correia@cern.ch

9. ANNEXES

Annex 1: working on CERN Site

Annex 2: Drawings of building 38: ground floor, 1st, 2nd, and 3rd Floor

Annexes 3, 4, 5 and 6: electric equipment plans: ground floor, 1st, 2nd, and 3rd floor

Annexes 7, 8, 9 and 10: lighting plans: ground floor, 1st, 2nd, and 3rd floor

Annex 11: The CERN Fire Code E Appendix IV

Annex 12: Room furniture: quantities.