

Provision of painting services for Frontex

Terms of reference

Annex II to invitation to tender no Frontex/OP/32/2018

1.	Nature and object of the contract	3
2.	Frontex premises	4
3.	Current situation	4
4.	Paint	5
5.	Volume of work	5
6.	Organization of work	5
7.	Scope of services	6
8.	Contractor's liability and additional information	6

1. Nature and object of the contract

European Border and Coast Guard Agency (Frontex) is looking for an experienced economic operator, who will provide painting services at Frontex premises in Warsaw, Poland.

2. Frontex premises

Currently Frontex premises are located in building B of the Warsaw Spire office complex at Plac Europejski 6, 00-844, Warsaw, Poland.

Despite spaces presented in the chart included in point 3, during the duration of the contract Frontex offices will expand in direct proximity to current premises, increasing wall surface by approximately 14 300 m2.

3. Current situation

The following chart presents types of paint and different surfaces covered currently within Frontex premises:

Surface/ paint types	1	2	3	4	5	6	7
Level	Wall area White paint (m ²)	Wall area F1(m ²) NCS S3010-Y20R	Wall area F2(m ²) NCS S2002-Y50R	wall area + ceiling F3(m ²) NCS S8005 – Y20R	Wall area Blackboard (m ²)	Whiteboard/ magnetic (m ²)	Ceiling plasterboard (m ²)
L01							
	422	0	0	0	9	17	57
L06							
	1039	0	0	0	0	0	233
L07							
	2244	29	25	103	0	27	173
L08							
	2214	30	25	160	0	22	200
L09							
	2281	53	25	106	0	46	200
L10							
	2359	54	31	106	0	46	201
L11							
	2274	27	30	62	0	18	279
L12							
	2165	41	31	52	0	30	298
L13							
	2399	52	25	103	27	45	409
L14							
	1072	0	0	0	40	0	273
Total:	18470	286	192	693	77	251	2323

The total wall and ceiling surface indicated in the chart is 22 300 m2. The majority of walls (type 1) are currently painted with Casati Over-line in color RAL 9003 (white). This includes spaces of different purposes like offices, meeting rooms, corridors, kitchenettes, cloak rooms, janitors, reception areas, server rooms and other technical spaces.

Despite paint in color RAL 9003, the following tints are also used: NCS S3010-Y20R, NCS S8005 - Y20R, NCS S8005 - Y20R.

In addition to traditional paint types (1,2,3,4,7), some limited wall areas are painted with write-on (black/white) and magnetic paints (5,6).

4. Paint

As a rule the Contractor should provide types of paints that are currently used at Frontex premises. An alternative can be offered but shall be of approved manufacture and of the same or higher quality than paints currently applied. Alternative paints must be approved by Frontex.

Type 1: In most cases concerning vast areas to be painted, the Contractor will be required to use a standard paint, equivalent to one currently used in Frontex (Casati Over-line in color RAL 9003 - white).

Additionally, Frontex reserves a right to require non-standard paints having the following features:

Type 2: Paints of other colours than specified in point 3 (including mat and latex), equivalent to one currently used in Frontex (Casati Over-line in various colours) or other alternatives of the same or higher quality.

Type 3: Write-on paint (black and white), equivalent to write-on paints provided by Rust-Oleum or other alternatives of the same or higher quality that enables writing and erasing content on surfaces.

Type 4: Magnetic paint equivalent to paints provided by Owatrol, or other alternatives of the same or higher quality that enables attaching magnetic object to the wall.

5. Volume of work

Altogether, there will be approximately 37 000 m² of wall and ceiling surface to be painted.

The final volume of this surface may change due to several factors: relocations within and between the buildings, reconstruction works concerning partition walls and final room layout as well as changing business needs of the Agency throughout the duration of the contract. The services are to be performed mainly for the partition walls and ceilings.

6. Organization of work

The services shall be performed in a manner to avoid any disturbance for Frontex staff working in Agency's premises. As a rule painting services shall be executed outside Frontex working hours, i.e. 17:00 - 07:00 on weekdays and at weekends. However, in exceptional cases communicated in advance by the Agency, it will also be possible to perform painting services during normal hours, i.e. 07:00 - 17:00. The successful Contractor shall be capable to deploy necessary personnel and equipment in a flexible manner and in time slots agreed with Frontex.

It is foreseen that main painting works will be commissioned two times a year. Detailed scope, timing and dates of works will be agreed with the contractor in advance and then approved in a specific order so to better plan the works to be executed. However, a one - off main painting service can not be executed longer than within one month.

Additionally, Frontex reserves a right to request ad-hoc painting services (i.e. due to unexpected damages, stains or consequences of relocations) concerning limited wall surface to be painted in an expedite manner, not exceeding 3 days unless otherwise agreed in a specific order.

7. Scope of services

The scope of work includes preparatory measures, painting and restoring the area to its previous conditions allowing Frontex staff to perform its duties. The Contractor's tasks are the following:

- moving and covering furniture with protective layer,
- protecting other surfaces and equipment against paint stains and exposed to potential damages during painting activities,
- cleaning the walls (if necessary),
- fixing plaster, applying primer where necessary, 2-layer painting,
- cleaning after accomplished painting activities and bringing room setup to its previous conditions.

8. Contractor's liability and additional information

Liability

The service shall be performed in accordance with the highest professional standards concerning painting services with proper diligence and care in order to avoid any kind of damages to the Frontex property such as equipment, furniture, floor carpets, ceilings, doors, lighting etc.

In case of damages resulting from the Contractor's negligence, the Contractor will be responsible for their repair or covering the costs of necessary repair done by another specialized Contractor. The Contractor shall bear entire responsibility for ensuring safety of his/ her staff during the work.

Project management

Tenderers should note that the working language in Frontex is English. The Contractor must appoint a project manager responsible for contract execution, dealing with additional orders, information requests and solving issues related to work performed for Frontex. She/he will be Frontex's contact person throughout the duration of the contract and thus must be able to communicate in English. This person must have a valid construction licence.

Price of labour and materials

The offered prices of work and materials in case of painting with paint type currently used at Agency's premises or with alternative paint approved by Frontex in accordance with provisions laid down in point 4 shall remain fixed during the contract and be identical to those declared in financial offer