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| EUROPEAN UNION DELEGATION TO THE UNITED STATES OF AMERICA Head of Delegation |



# Janitorial Services for the EU Delegation to the USA

#  EEAS/DELUSAW/2022/OP/0015 SITE VISIT

The site / building visit is **optional** for all candidates.

**A visit will be organized on the 27th June 2022**.

The terms of the visit are as follows:

* For security reasons, the site visit shall be limited to public areas on the ground floor of the building. Tenderers will not be able to enter the upper floors of the EU Delegation. The visit shall enable tenderers to get accustomed with the specificities of the premises as all the materials and floorings used in the upper floors can be found on the ground floor.

* The tenderer completes and signs the site visit request form.

* The tenderer sends the completed form and a copy of the visitor's identity card / passport to the electronic mail: delegation-usa-admin-tenders@eeas.europa.eu **by 20th June on 17h00 hour at the latest (Washington DC local time)**.

Please note that only the person indicated in the form, whose identity card / passport has been sent, will be allowed to access the building.

* After a few days, the tenderer will receive a message informing him of the exact time of the visit.

* On the day of the visit and at the indicated time, the visitor will come to reception with a copy of their identity card / passport and the form.

After the site visit period, the questions asked and the answers will be published via the eTendering platform so that all bidders are informed:

 <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=10452>

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# Site visit request form

Title: Provision of janitorial services for the Delegation of the European Union to the USA

Reference: EEAS/DELUSAW/2022/OP/0015

Address:

EU Delegation to the USA

2175 K Street NW, Suite #800

Washington, DC 20037

Name of the economic operator:

…………………………………………………………………………………………

Name of designated visitor:

………………………………………………………………………………………….

Please note that each tenderer can nominate only one person, and this person must be employed by the tenderer. No deviation from this rule is possible.

A copy of a visitor's identity document must be attached to this form in order for your request to be accepted and taken into account.

Place: …………………………….. Date: ……………………………..

Name of the legal representative of the economic operator:

…………………………………….

Signature:

*Please send this completed and signed form and a copy of the visitor's ID in PDF format to the following email address: delegation-usa-admin-tenders@eeas.europa.eu*

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