

# Provision of Medical Services for the Staff of the European Institute for Gender Equality in Vilnius, Lithuania

The subject of the Contract is provision of Medical Services for the Staff of the European Institute for Gender Equality.

## **LOT -1 – Provision of services by a Medical Advisor;**

Explain the results of the annual medical examination to staff concerned. Advice on sickness and associated absence or underperformance. Examine medical files of EIGE's staff members, if required. Provide opinion on possible part-time working. Recommendations on staff member's travel outside the place of employment for medical examinations or medical treatment or for spending the sick-leave. Chairing the Invalidity Committee. Maintaining medical records of EIGE staff.

## **LOT - 2 – Provision of services offered by a Medical Centre;**

Annual medical examination of staff in accordance with the list of medical examinations. Annual and ad-hoc vaccination, if and when requested by EIGE. Availability for meetings with the EIGE's management and Medical. Advisor, if and when required.

### **Important**

At the request of the tenderer, EIGE may provide additional information solely for the purpose of clarifying the nature of the contract. Any additional information including that referred to above will be published on this website.

**Requests for additional information/clarification should be received by 03/08/2015.**

The answers to such requests, if any, will be published under this banner, therefore you are invited to visit EIGE's website regularly for updates.

Requests for additional information will not be processed if received later than the above-mentioned date.

**Relevant Documents:**

[Contract Notice](#) (.pdf), [Contract Notice in TED](#)

[Invitation to tender](#) (.pdf)

[Tender Specifications](#) (.pdf)

[Standard Submission Forms](#) (.doc)

[Draft Contract](#) (.pdf)

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## Metadata

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