

Questions and Answers

Question 01 (dated 05/08/2015, 12:46):

X is a company based in X, X. We are interested in participating in the tender mentioned above hence want to get more information about the same.

Considering the geographical constraint of personally reviewing the document, I request you to provide us the following details before we buy the document:

- 1) List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.
- 2) Soft Copy of the Tender Document through email.
- 3) Names of countries that will be eligible to participate in this tender.
- 4) Information about the Tendering Procedure and Guidelines
- 5) Estimated Budget for this Purchase
- 6) Any Extension of Bidding Deadline?
- 7) Any Addendum or Pre Bid meeting Minutes?

We will submit our offer for the same if the goods or services required fall within our purview.

Also we would like to be informed of future tenders from your organization. Hence, we request you to add our name to your bidder's list and do inform us about upcoming Projects, Tenders.

We will be highly obliged if you can send us your complete & latest contact information. This will help us reaching to you faster.

Please revert back to this same mail.

Answer to question 01:

All tender documentation is available since 04/08/2015 and can be found on the Internet at www.emsa.europa.eu in the procurement section related to the tender EMSA/OP/07/2015 and can be downloaded free of charge.

You may sign up to our procurement newsletter on the EMSA website, as above, in order to be kept informed of new procurements.

Best regards,
EMSA.

Published on 06/08/2015

Question 02 (dated 06/08/2015, 09:29):

"I cannot open the tender documentation - available since 04/08/2015!!!!!!

I found it on the Internet at www.emsa.europa.eu in the procurement section related to the tender EMSA/OP/07/2015 but cannot be downloaded free of charge!!!!!!

Could send me by mail a properly version of all the documents"

Answer to question 02:

After verifying your request, we can confirm that all links provided at EMSA website are operational. Should you experience any difficulties, please contact your ICT department. In order to treat all tenderers equally, EMSA does not have the practice to mail documents individually within the scope of the Open procurement procedure. All tender documentation is available since 04/08/2015 and can be found on the Internet at

www.emsa.europa.eu in the procurement section related to the tender EMSA/OP/07/2015 and can be downloaded free of charge.

You may sign up to our procurement mailing list on the EMSA website, as above, in order to be kept informed of new procurements.

Best regards,
EMSA.

Published on 11/08/2015

Question 03 (dated 13/08/2015, 14:38):

"Our company are interested in the tender procedure EMSA/OP/07/2015 "Provision of travel agency services for EMSA and EMCDDA", but are unable to extract the files from the .zip file "OP072015.zip" containing the tender specifications and other tender documents. Could you please check if there is an issue with the file? Thank you very much."

Answer to question 03:

Please see reply to question nr 2.

Published on 14/08/2015

Question 04 (dated 20/08/2015, 11:36):

"Our company are interested in the tender procedure EMSA/OP/07/2015 "Provision of travel agency services for EMSA and EMCDDA".

Would it be possible to make Appendix 5 "Financial Capacity Form EMCDDA" available in English?"

Answer to question 04:

The English version of the Appendix 5 Financial Capacity Form EMCDDA is available from 25/08/2015 and it can be found on the Internet at www.emsa.europa.eu in the procurement section related to the tender EMSA/OP/07/2015 and can be downloaded free of charge.

You may sign up to our procurement mailing list on the EMSA website, as above, in order to be kept informed of new procurements.

Best regards,
EMSA.

Published on 14/08/2015

Requests for additional information regarding this tender should be sent by e-mail to the following address **Open072015@emsa.europa.eu**. Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.

The deadline for submission of the bids of this tender is 15/09/2015.

Responsibility for monitoring the Agency's website for replies to queries and/or further information remains with potential applicants.

Question 05 (dated 01/09/2015, 17:16 & 03/09/2015, 13:08):

On the point 19. Requirements as to the tender, it's written, that Bids must include an English version of the documents requested under points 22 and 23 of the present tender specifications.

This means that all the documents who are asked on the points 22.1, 22.2, 22.3 , 22.4 , 22.5 must be in English ? Or some documents like Balance sheets or extracts from balance sheets for the last two years, or other documents for our company that did not get in English can be in Portuguese?

Answer to question 05:

As specified on point 19. *Requirements as to the tender*, of the Tender Specifications please note that all mentioned documents should also be provided in English in the bid

Published on 04/09/2015

Question 06 (dated 07/09/2015, 13:26)

We are pleased to let you know that we are interest in participation on this tender. In this purpose we would like to clarify certain aspects of operational specifications, but also the financial aspects:

Q1: About the "8. Financial dispositions " from the tender specifications – what means/represent the "discriminating the transaction fees." (8.3. The travel agency shall present the invoices discriminating the transaction fees./page 9 of 23)

Q2: Please explain in details and examples if possible the next sentence from Terms of payment/ page 11 of 23 from the Tender Specifications (Payments will be based only on the 'transaction fees' forms enclosed as Appendix 1 of these Tender Specifications. This is to say that a unit lump-sum price will be applied per transaction. The transaction fees shall cover all costs related to the service.)

Q3: On page 18 and 19 of 23 from the Tender Specifications you are giving us some date of travel. We cannot provide a real scenario based on real prices for the past period (July 2015). It is about 2015 or 2016?

Q4: What is the period that you approve the invoice? Please provide the exact number of days, and also what happen if not. (Both lots)

Q5: Do you accept factoring? You have a specific program agreed to work with? (for European Monitoring Centre for Drugs and Drug Addiction framework)

Q6: What amount do you need to pre finance? (for European Monitoring Centre for Drugs and Drug Addiction framework)

Q7: In what conditions do you execute the letter of guarantee? (for European Monitoring Centre for Drugs and Drug Addiction framework)

Q8: Do you have a Romanian version for European Monitoring Centre for Drugs and Drug Addiction framework?

Answer to question 06:

A1: The invoice must mention clearly the service price and the transition fee.

Q2: No other complementary/extra fees will be paid apart from the specified by the tenderers at Appendix1. A unique established transaction fee per service can be charged.

Q3: If your company is unable to provide scenarios based on 2015, please use 2016 quotes.

Q4: The approval or refusal of an invoice will be done within 30 days. In case of amendment or refusal for corrections, there are several scenarios possible depending on each actual case, among those it is issuance of a credit note, suspension or reduction of payments. It is worth noting that before applying any contractual measures or otherwise suspending a payment, the Agencies make every effort to communicate and reach a mutual agreement with the contractor.

Q5: No, the EMCDDA do not work with any factoring system.

Q6: No pre-financing is required.

Q7: Financial guaranties are not applicable (point 17),

Q8: No, the Framework Contract is only in English.

Published on 14/09/2015

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