

## Question/ Answer

### **Procurement procedure: EMSA/OP/18/2016 - Provision of Personal and Professional Development Training for EMSA staff**

#### **Question 01 (05/09/2016, 08:17):**

*"I would be grateful if you could send me the documents (tender specifications and any relevant annexes) of the tender for the Provision of personal and professional development training for EMSA staff (2016/S 170-305424)."*

#### **Answer to question 01 (06/09/2016) :**

All tender documentation can be found on the Internet at [www.emsa.europa.eu](http://www.emsa.europa.eu) in the procurement section related to the tender EMSA/OP/18/2016 and can be downloaded free of charge.

#### **Question 02 (05/09/2016, 11:55):**

*"In relation to the above mentioned tender, (...) kindly requests to receive the tender documents."*

#### **Answer to question 02 (06/09/2016):**

Please, refer to the answer to Question 1.

#### **Question 03 (06/09/2016, 15:23):**

*"Can you kindly provide me with the full documentation of the following: Provision of personal and professional development training for EMSA staff & Provision of management training services for EMSA staff?"*

#### **Answer to question 03 (07/09/2016):**

All tender documentation can be found on the Internet at [www.emsa.europa.eu](http://www.emsa.europa.eu) in the procurement section related to the tender EMSA/OP/18/2016 and EMSA/OP/17/2016 and can be downloaded free of charge.

#### **Question 04 (11/09/2016, 02:45):**

*"We are interested in participating in the tender (...) 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 04 (13/09/2016):**

Please, refer to the answer to Question 1.

**Question 05 (13/09/2016, 10:50):**

*“Can you please advise how many Suppliers have been invited to propose for this tender and how they were selected?”*

**Answer to question 05 (16/09/2016):**

As an Open procedure, no specific suppliers were invited to propose for this tender. As stated under point 2 of the Invitation to Tender, *“Tenderers who wish to submit an offer are invited to send to EMSA a bid duly signed by their authorised representative, together with three copies of the bid (in total: one original and three copies).”*

**Question 06 (13/09/2016, 14:55):**

*“Firstly, can you provide an estimate of how many courses you would envision requesting in one year? What sort of intake for those courses might we expect?”*

*Also, will courses be held on request of those who enroll on an ad hoc basis or will courses be held in blocks (ie, several sessions over one week or a set period of days)?*

**Answer to question 06 (16/09/2016):**

As estimate of how many courses will be requested in one year cannot be foreseen. As stated under point 2 of the Tender Specifications, *“The purpose of the contract is to provide EMSA staff with Personal and Professional Development Training Services. Depending on the needs detected (..)”*.

Courses are normally delivered at EMSA Headquarters in Lisbon to a group of staff members, depending on the needs detected one or more sessions may take place during the year. As stated under point 2 of the Tender Specifications, *“Depending on the needs detected, training courses shall be either standard or tailor-made (...).Trainings will be ordered providing reasonable notice for the planning and organisation of courses, especially where partial adaptation of the content or the special logistics may be involved.(...) In addition, EMSA also wishes to be able to order courses in the area of Personal and Professional Development for the special needs of its staff on an ad hoc basis. “*

**Question 07 (14/09/2016, 15:41):**

*“Can you please respond to my question as soon as possible?”*

**Answer to question 07 (16/09/2016):**

As stated under point 4.5.1 of the European Commission Vade-Mecum on Public Procurement, version November 2015, *“If requested no less than six working days before the deadline for receipt of tenders or requests to participate, additional information on the procurement documents and additional documents are provided as soon as possible.”*

**Question 08 (18/09/2016, 10:22):**

*“We are interested in participating in the tender (...) 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 08 (19/09/2016):**

Please, refer to the answer to Question 1.

**Question 09 (21/09/2016, 16:24):**

*"We asked this question regarding your tender on 13th September and have still not received a response. Can you please reply to our question?"*

**Answer to question 09 (22/09/2016):**

The answer to the question received on the 13<sup>th</sup> September was replied by answer 6 of this Question/Answer document.

As stated under point 10, of the Invitation to tender *"Any additional information (...) will be published on EMSA's website in the Procurement section. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period."*

**Question 10 (27/09/2016, 08:11):**

*" (...) according to the point 10 of the Invitation to tender OP-18-2016, I allow myself to send the following requests of additional information:*

*- With reference to point 2 of the Terms of Reference, Objective, scope and description of the contract, could you please clarify the role of 'broker' that the contractor may be requested to play?*

*- Can you please define the role and the tasks allocated to the dedicate account manager foreseen at point 2.1 Requirements for the contractor?*

**Answer to question 10 (27/09/2016):**

As stated under point 2 of the Tender specifications *“The contractor may be requested to act as a ‘broker’ in order to offer training courses organised and delivered by other companies when required. In such cases, the contractor will be responsible for the overall quality of the provided courses and the capabilities of those delivering.”* According to Point 13.4.5 of the Tender Specifications for such role a “Broking fee” will be defined by the bidder.

In what concerns the role and tasks allocated of the dedicated account manager described in point 2.1 of the Tender Specifications, the dedicated account manager shall act as the contractor’s focal point ensuring the liaison between EMSA and the contractor on all matters related to the implementation of services on the scope of the contract.

Requests for additional information regarding this tender should be sent by e-mail to the following address: [OPEN182016@emsa.europa.eu](mailto:OPEN182016@emsa.europa.eu). Requests for additional information received less than six 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 06 October 2016.

The responsibility for monitoring the Agency’s website for replies to queries and/or further information remains with potential applicants.