

Question/ Answer

Procurement procedure: EMSA/OP/21/2016 Provision of trainings on International Safety Management (ISM) Code & Auditing Techniques

Question 01 (dated 17 January 2017,12:11):

Is there a template/compliance checklist in relation to the specific requirements of the course to be provided other than the “tender’s” checklist?

Answer 01: published on 19 January 2017

A Tenderer’s checklist has been published at <http://emsa.europa.eu/work/procurement/calls/item/2906-emsa-op-21-2016.html>. It helps the tenderer to submit all necessary documents for the procurement Procedure. No other checklist is available

Question 02 (dated 17 January 2017,12:11):

Do we have to submit at the initial stage the course material in addition to the course syllabus?

Answer 02: published on 19 January 2017

A course syllabus is requested both in English and French language. All course material is not requested; however, the bid has to contain all necessary information to verify the compliance of the training offered with the requirements defined in the Tender Specifications.

Question 03 (dated 17 January 2017,12:11):

During the presentation of the course do we need to have 2 trainers at the same time present for the delivery of the course OR we can have the second trainer available at his home country ready/available to replace the main trainer in case of sickness or similar urgent case?

Answer 03: published on 19 January 2017

The training team will consist of two instructors as minimum. Both of them have to be present in-the-classroom.

Question 04 (dated 17 January 2017,12:11):

What supporting documents are needed to submit in order to prove compliance “*with applicable obligations under environmental, social Of the council*” as per paragraph 11 of tender specifications?

Answer 04: published on 19 January 2017

At the tender stage a duly completed declaration on honour is sufficient. Should there be a need for additional evidence to be provided at the evaluation or contracting stage, tenderers shall be contacted by EMSA as appropriate.

Question 05 (dated 17 January 2017,12:11):

What is the meaning of “*technical papers*” and “*text books*” to be provided as per paragraph 2.2.4 of the tender’s specifications. Can this documentation provided in electronic format and then printed by EMSA or the hosting country of the course?

Answer 05: published on 19 January 2017

The technical papers and textbooks to be provided to the participants will be in English or French language according to the language chosen by EMSA for the session. The tenderer has to provide information on the technical papers and textbooks that it intends to provide to participants . The material proposed has to be sent with the bid according to the instructions contained in the invitation to tender.

Question 06 (dated 17 January 2017,12:11):

What happens if a country/area (mainly North Africa areas) is considered High Risk and the course is not feasible or dangerous to be delivered ?

Answer 06: published on 19 January 2017

With regard to the assessment of the risk of the destinations for provision of trainings EMSA works in close cooperation with the European External Action Service (EEAS). If the EEAS considers the training destination to be an area of security risk, the training session(s) will be cancelled, postponed or relocated.

Question 07 (dated 20 January 2017,16:17):

How many training sessions per year are planned to be conducted under this tender?

Answer 07: published on 26 January 2017

Article 1.5.1 Maximum amount of the FWC and maximum prices of the draft framework contract states.

“The maximum amount covering all purchases under this FWC is EUR (amount in figures and in words). However, this does not bind the contracting authority to purchase for the maximum amount.

The total number of training sessions ordered will be respecting the maximum of 4 year contract, however the number of training sessions that will be ordered in a given year depends on the need expressed the Member States, Enlargement Countries, Southern and Eastern ENP beneficiary countries and budget restraints.

Question 08 (dated 20 January 2017,16:17):

Is it acceptable to include costs associated to ‘travel, accommodation and subsistence’ in our overall pricing or are we going to claim these costs directly from EMSA outside the described budget in tender?

Answer 08: published on 26 January 2017

No, Point 12 of the tender specifications state under b) and c) :

- b) (P1 = price of the provision of a single ISM training in a Southern and Eastern ENP beneficiary country, and include all the costs of the delivery
- c) P2 = price of the provision of a single ISM training at EMSA's premises in EMSA (to Member States or EEA countries) and include all the costs of the delivery

"Include all the cost of delivery" means inclusive travel, accommodation and subsistence which cannot be claimed separately.

Question 09 (dated 20 January 2017,16:17):

We believe we will need to develop the training material and then deliver in locations where you will define. Can training development costs be included in our costing for this tender?

Answer 09: published on 26 January 2017.

No, the implementation of the framework contract will be via order forms for the **provision** of the training, which according to point 12 of the tender specifications is all inclusive. Development of training material cannot be claimed separately. Furthermore some course material such as the training syllabi are an element of the criteria for award and have to be provided at tendering stage.

Question 10 (dated 20 January 2017,16:17):

After the training are we required to assess the learning? (i.e. is assessment and certification part of the scope)?

Answer 10: published on 26 January 2017

Yes; point 4 of the tender specifications states: "*The contractor shall provide EMSA with a training report within three weeks after each training session is completed. The report shall contain, as a minimum, the number of participants, the topics covered, results of the assessment and a detailed course evaluation.*"

Published on 26 January 2017

Requests for additional information regarding this tender should be sent by e-mail to the following address OPEN212016@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 February 2017.

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