

Procurement procedure: EMSA/NEG/2/2020

Questions and Answers

Number	Question	Date and time	Reply
1	<p>Dear EMSA,</p> <p>After communication with our legal and financial office I received the attached documents for “Legal entity form”; “BAF Financial Identification” and also a certificate of registration (all attached).</p> <p>These are the document present in our database of document in the financial and juridical system. Are the date of the document ok for submission and evaluation of the tender?</p> <p>In case these are not ok, would it be possible to submit these after the deadline?</p> <p>I received the answer that in order to produce and sign new version the authorised person will need more time</p> <p>PS: we have submitted some documents already in other occasions in the past. Maybe this can help?</p> <p>Thank you and best regards.</p>	04 March 2020 09:12 GMT	<p>In principle, if these documents have been previously submitted to EMSA, you are may not be required to submit them again.</p> <p>However, if there are any issues, EMSA will request you to re-submit them during evaluation.</p> <p>Please be also informed that, in case of award, an updated company’s registration may also be requested to prove who has power to sign the contract on behalf of the company.</p>
2	<p>We would like to know where should be included the economic offer:</p> <p>In the “Tenderer’s offer”</p> <p>In the “Cover letter”</p> <p>In both documents.</p>	09 March 2020 11:03	<p>As stated in Point 10 of the Tender Specifications, the price – in line with Point 11 – must be included in your tender (Part E).</p>

Requests for additional information regarding this procurement procedure shall be sent by e-mail to the following address **NEG22020@emsa.europa.eu**.

Requests for additional information received less than six working days before the closing date for submission of tenders may not be processed.

The deadline for submission of the tenders of this tender is 20/03/2020.

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