

## **ENCLOSURE 1 - APPLICATION SPECIFICATIONS**

### **Enclosed to the Invitation to Apply: Procurement Procedure N° EMSA/NEG/1/2015 Service Contracts for Stand-by Oil Spill Recovery Vessel(s)**

#### **1. Introduction**

The European Maritime Safety Agency (EMSA) was tasked to “work with the Member States to support on request with additional means, in a cost efficient way, the pollution response actions in case of pollution caused by ships as well as marine pollution caused by oil and gas installations” (Art. 2 (3) d of Regulation 1406/2002/EC as amended).

EMSA’s Action Plan for Oil Pollution Preparedness and Response (2004), as well as the Action Plan for Response to Marine Pollution from Oil and Gas Installations (2013), as updated by the annual Work Programmes of the Agency, identify how to implement these tasks. These documents are available on the Agency’s website: [www.emsa.europa.eu](http://www.emsa.europa.eu) under “Publications”.

#### **2. Type of Procedure**

Companies (public or private) or consortia are invited to submit an application to this “Negotiated Procedure following publication of a Contract Notice in the Official Journal of the European Union” in accordance with the rules set out in the Invitation to Apply and its associated enclosures.

A list of pre-selected candidates will be drawn up according to the criteria set out in the Contract Notice, in the Invitation to Apply and in these Application Specifications. Pre-selected candidates will be invited to submit a full tender in the Tender Phase.

In this phase the following requirements will be assessed:

1. Legal form to be taken by the contractors and Legal position (see points 7, 8 and 10.1)
2. Exclusion criteria (see points 10.2 and 10.3)
3. Selection criteria – the tenderer must submit evidence of his capacity to perform the contract, both from the financial (see point 10.4) and technical and professional (see point 10.5) point of view.

A company that does not fulfil the exclusion and selection criteria will not be admissible for further assessment.

Inclusion on the list of pre-selected candidates does not entail any obligation on the part of the Agency concerning either the award of the contract or concerning invitations to submit a tender.

The pre-selected candidates may request to attend “clarification meetings” where different aspects of the services required will be reviewed.

Following the submission of the full tender, EMSA will provide feedback to the companies/consortia concerned, in accordance with the principles of equal treatment and non-discrimination, to adapt, if required, the tenders to the procurement requirements. This will ultimately result in the identification of the tender offering the best value for money (based on quality and price) for the Agency.

### **3. Contract objective and scope of the work**

#### **3.1. Overall objective**

The primary objective of the EMSA Stand-by Oil Spill Recovery Vessel service, and therefore of this procurement procedure, is to protect the coastlines of EU Member States. This is in accordance with its funding Regulation 1406/2002/EC as amended.

#### **3.2. Specific objective**

Through Service Contracts for a period of 4 years, renewable up to a maximum of 4 additional years, the Agency intends to establish, for certain defined areas of the EU coastline, additional response capacity to that of the pollution response mechanisms of Member States in case of a major oil spill.

This can be provided by either a single vessel for each area or through a “pool” of vessels arrangement. EMSA would like to utilise vessels that are engaged in economic activities, during the contract period, in the identified area and establish Service Contracts for their availability during a (major) incident for spill response activities.

EMSA would like to offer at-sea oil recovery services by ships on the basis of vessel availability contracts with public or private companies/consortia. Such companies/consortia can be drawn from any relevant industry including shipowners/operators and the spill response service providers.

Following a request for assistance from an affected coastal State, such vessels would be transformed into oil recovery vessels and made available at short notice for at-sea oil recovery activities during a (major) oil spill.

Point 12 below includes a list of information sources. In particular, one of the references is related to previous tenders for similar services, where draft Service Contracts can be found.

#### **3.3. Scope of the work**

##### **“Top-up” principle:**

The Agency is tasked to provide additional response capacity to that under contract to the Member States of the European Union as well as EU Accession and Candidate Countries and countries which are contracting parties to the European Free Trade Association (EFTA). In addition, the Agency may also provide assistance in case of pollution to third countries sharing a regional sea basin with the European Union, in line with the EU Civil Protection Mechanism. Consequently, EMSA cannot award a contract to a vessel that is already engaged with such a country for the same services.

##### **Geographical areas:**

Whilst oil spills occur on a regular basis in European waters, it is impossible to predict the location of (major) future incidents with any certainty. It can be expected that EMSA contracted vessel(s) will at any time, following an advanced notice, be within the geographical area defined below, equipped and ready to respond to incidents. However, if needed and technically appropriate, they will assist elsewhere as well. Given logistical and technical considerations, these other areas would probably be adjacent.

In order to maximise the operational efficiency of the Agency's network of additional spill response capacity, such resources should be distributed as best as possible around the European coastline. With this in mind, the geographical areas (lots) to be covered are detailed in the table below:

Lot	Area of economic activities of vessel(s)
1. Canary Islands and Madeira	Canary Islands and Madeira - covering the area limited by the following points: A    27°30'N    18°30'W B    27°30'N    14°30'W C    29°30'N    12°30'W D    33°15'N    12°30'W E    33°15'N    18°30'W
2. Southern Baltic Sea	Southern Baltic Sea - covering the area limited by the line from Kristiansand (Norway) and Klitmøller (Denmark) to the West and limited by the line from Liepāja (Latvia) and Kalmar (Sweden) to the North.

N.B. The vessel(s), if necessary and previously notified, can sail out of the area as long as the service mobilisation time for the contracted response capacity is respected.

### 3.4. Main elements of the Service Contracts

The service for an area will be structured and specified in the two following contracts:

- A “Vessel Availability” contract (VAC) signed between the company/consortia and the Agency for the availability and associated preparation of vessel(s) for spill response activities.
- An “Incident Response” contract (IRC) signed between the company/consortia and the coastal State requesting the provision of at-sea oil recovery resources during an actual incident. In order to improve vessel mobilisation time, the Incident Response contract will include pre-agreed terms, conditions and tariffs for the provision of assistance to a coastal State.

### 3.5. Project phases and related tasks

For each contract signed by EMSA there should be two different implementation phases:

- **Preparatory Phase** (estimated between 0 and 9 months following signature of the contract depending on the vessel(s) offered and needs) during which the Contractor will have to:
  - adapt or pre-fit, if needed, the vessel(s) concerned in order to bring it(them) up to “Occasional Oil Recovery Vessel” classification or equivalent;
  - carry out the transportation and servicing, if necessary, of the oil pollution response equipment transferred from previous EMSA contractors;
  - purchase additional items, if applicable.

Both the pre-fitting and equipment costs can be financed by the Agency in accordance with the rules established in the Vessel Availability Contract.

- **Stand-by Phase** (between 45 and 48 months after the Preparatory Phase) during which the vessel(s) will:
  - under normal circumstances, carry out their usual commercial activities, train the crew, participate to regular drills and to oil pollution exercises on request. Participation in at-sea spill response exercises and similar activities will either be for a maximum of 10 days a year per contract or 3 days per vessel offered, whichever is more. These days are inclusive of time to sail to/from exercise location.

- in the event of a (major) oil spill and following a request for assistance, via the Agency, by a coastal State, the vessel(s) will cease its usual activity as soon as possible and will operate as an at-sea oil recovery vessel(s). The services will be provided to the requesting coastal State on the basis of the “Incident Response” contract. The vessel(s) must be available, at short notice, in the geographical area, during the whole period of the contract for pollution response activities to ensure rapid mobilisation.

During both phases the contractor will be responsible for the maintenance, insurance and storage of the oil pollution response equipment.

### **3.6. Specific requirements regarding the proposed arrangement**

It is important to note that the company/consortia must be in a position to ensure the availability of the vessel(s) to provide the requested service during the whole duration of the Contract. This generally implies that, as a minimum, the shipowner/operator is part of the company/consortia submitting a tender.

The Agency expects proposals for a comprehensive arrangement for the geographical area. An indicative storage capacity for recovered oil storage has been identified as shown in the table below. It is appreciated that in order to meet the indicative “onboard net storage capacity”, a proposed arrangement might involve the simultaneous mobilisation of more than one fully equipped vessel. For this reason a minimum capacity per vessel is also shown.

Lot	Indicative Onboard Net Storage Capacity (m <sup>3</sup> )	Minimum Onboard Vessel Capacity (m <sup>3</sup> )
1. Canary Islands and Madeira	1,250	700
2. Southern Baltic Sea	1,250	700

It is impossible to predict the precise location of the available vessel(s) at the time of an oil spill. With this in mind, companies/consortia can explore the possibilities of providing a comprehensive arrangement based around a “pool” of pre-fitted vessels from which one or more could be mobilised when the Agency receives a request for assistance from a coastal State.

The appropriate number of equipment stockpiles must be available to allow the mobilisation of a sufficient number of vessel(s) so that the contracted target capacity can be achieved at all times. The oil pollution response equipment can either be permanently on-board or stored onshore ready for rapid installation.

It is important to note that regardless of whichever vessel arrangement is offered (single vessel or “pool” of vessels), the availability of the vessel(s) at short notice remains as a key element of the arrangement proposed.

Please note that for safety reasons (during oil spill response operations), the contact person of the company/consortium and the responsible crew on the vessel(s) must have a good command of the English language.

### **3.7. Specific requirements regarding the equipment and the vessel(s)**

With regard to the equipment, it must be noted that the successful tenderer will either purchase a set of equipment or receive it from the previous contractor. The transferred set will vary depending on the lot but

will in general include at least a set of sweeping arms, a skimmer, booms and a slick detection system. Depending on the lot, the contractor might be requested to purchase also additional equipment.

The technical specifications of the vessel and equipment required will be detailed during the second phase of the procurement procedure.

However, the following indicative requirements regarding the vessel should be noted:

1. The vessel(s) must be certified for unrestricted navigation.
2. The maximum speed should be above 12 knots.
3. The heating capacity should be around 1kW per m<sup>3</sup> of storage capacity if the capacity of the ship is below 2,000m<sup>3</sup> and 0.75kW per m<sup>3</sup> if the capacity is above 2,000m<sup>3</sup>;
4. For lot 1 – Canary Islands and Madeira the vessel must be certified for handling oil with a flashpoint below 60°C.
5. Low-speed and high manoeuvrability capabilities.
6. Vessels with less than 10 years will be preferred.
7. Enough pumping capacity to rapidly discharge the vessel. The number and nominal capacity of the pumps will be determined taking into consideration that all the recovered storage tanks if full with water would be discharged simultaneously in 2 hours if the capacity of the ship is below 2,000m<sup>3</sup> and 4 hours if the capacity is above 2,000m<sup>3</sup>.

#### 4. Project planning

The following table summarises the tentative milestones and deadlines for the procurement and service thereafter:

Activity	Tentative dates
<b>Information Meetings</b>	26-30 Jan 2015
<b>Deadline for submission of Applications</b>	18 Feb 2015
<b>Invitation to tender</b> for selected candidates <b>Start of tender period</b>	25 Mar 2015
<b>Visit to the equipment stockpiles</b> (equipment depot for the relevant Lot)	7 -10 Apr 2015
<b>Clarification Meetings</b> with tenderers in Lisbon (if requested)	13 - 17 Apr 2015
<b>Deadline for submission of tenders</b>	12 May 2015
<b>Negotiation phase</b> and visit to the vessels offered	15 Jun 2015 - 14 Aug 2015
<b>Deadline for final improved tenders</b>	21 Aug 2015
<b>Award procedure</b>	Oct 2015
<b>Signature of contracts for lots 1 and 2</b>	Nov 2015

## **5. Contract management responsible body**

The European Maritime Safety Agency - Pollution Response Services Unit - will be responsible for managing the contract.

## **6. Estimated value of the Contract**

The maximum overall budget associated to the procedure is indicated in the table below<sup>1</sup>:

Lot	Maximum overall budget
1. Canary Islands and Madeira	Up to EUR 5.2m
2. Southern Baltic Sea	Up to EUR 3.2m

Note: During the second procurement phase - Invitation to Tender the ceilings per category (equipment, pre-fitting and availability fee) will be established. In any case, the maximum overall budget ceiling must be respected. The difference in the ceilings between the lots is explained by different specific requirements per lot in terms of equipment and/or vessel.

## **7. Sub-contracting**

If the tenderer intends to either sub contract part of the work or realise the work in co-operation with other partners he shall indicate in his offer which part will be subcontracted, as well as the name and qualifications of the subcontractor or partner. (NB: overall responsibility for the work remains with the tenderer).

The tenderer must provide required evidence for the exclusion and selection criteria on its own behalf and when applicable on behalf of its subcontractors. The evidence for the selection criteria on behalf of subcontractors must be provided where the tenderer relies on the capacities of subcontractors to fulfil selection criteria. To rely on the capacities of a subcontractor means that the subcontractor will perform the works or services for which these capacities are required. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided will be checked to ensure that the tenderer and its subcontractors as a whole fulfil the criteria.

## **8. Joint Offer**

Groupings, irrespective of their legal form, may submit applications and bids (in the second phase). Candidates may, after forming a grouping, submit a joint application and bid (in the second phase) on condition that it complies with the rules of competition. Such groupings (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit an application and bid (in the second phase).

Each member of the consortium must provide the required evidence for the exclusion and selection criteria. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

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<sup>1</sup> Please note that for this first phase of the procurement procedure (Applications) no financial offer must be presented.

If awarded, the contract will be signed by the person authorised by all members of the consortium. Candidates from consortiums of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member or group.

## 9. Requirements as to the application

The applicant should note the following important points:

- Failure to submit relevant information by the applicant could be a ground for rejection of their application from the procurement process.
- The responsibility lies with the applicant to verify that all documentation requested in this Invitation to Apply is provided.
- Each application needs to be treated as individual/unique and, accordingly, a full set of all relevant supporting documentation must be submitted with each application.
- Applications can be submitted in any of the official languages of the EU even if the working language of the Agency is English. Nevertheless, applications must include a copy in English of the documents/information requested under point 10.6 - General description of the proposed arrangement. The copies of official certificates or documents, e.g. VAT Registration Documents, do not need to be translated to English and can be submitted in the original language.
- Applicants are requested to arrange their application documents in the format identified below. If the applicant does not include one of the requested documents, a clear and thorough justification must be provided.

The Application file should include, respecting the order, the following documents as a minimum:

- A completed **Checklist** (Enclosure 2 to the Invitation to Apply).
- **Part A:** all the information and documents required by the contracting authority for the shortlisting candidates on the basis of the points 7, 8, 10.1, 10.2 and 10.3 of these specifications (part of the Identification information and Exclusion criteria):
  1. Signed Cover Letter indicating the name of the company and the person heading the project, and in the case of groupings, specifying the companies that are part of the consortium (including role, qualifications and experience of each member or group) and indicating the company and person heading the project ;
  2. the “Statement of subcontracting/Joint offer” – Information regarding joint offers and subcontracting, if the candidate intends to either sub contract part of the work or realise the work in co-operation with other partners (Joint Offer) he shall indicate in his offer by completion of the template (Enclosure 6 to Invitation to Apply).
  3. Original of the document authorising this person to represent the company/grouping or consortium for the purpose of this procurement procedure and sign the contract on behalf of the company;
  4. Legal Entity Form (Enclosure 3 to Invitation to Apply; also available on EMSA website) completed, dated and signed by the authorised representative and accompanied by:

- A copy of the VAT Registration Document, if applicable, and if the VAT number does not appear on the Official Document referred to the point below.
  - A copy of an Official Document (Official Gazette, Company Register, etc.) showing the name of the Company, the address of the Head Office and the Registration Number given to it by the relevant National Authorities.
5. Financial Identification Form (Enclosure 4 to Invitation to Apply; also available on EMSA website) filled and signed by the account holder and the bank (or accompanied by a recent bank statement).
- **Part B:**
    - 6. Declaration of Honour (Enclosure 5 to Invitation to Apply; also available on EMSA website) completed and signed, or alternatively, the additional proof listed under point 10.3.
  - **Part C:** all the information and documents required by the contracting authority for the shortlisting candidates on the basis of the **Economic and Financial capacity** (part of the Selection criteria) set out under point 10.4 of these specifications:
    - 7. Balance Sheets for the last 3 financial years
    - 8. Turnover and Profit and Loss account for the last 3 financial years  
or for semi-public or non-profit organisations:  
The annual budget of the last year
  - **Part D:** all the information and documents required by the contracting authority for the shortlisting candidates based on the **Technical and professional capacity criteria applicable to the company and/or consortia** (part of the Selection Criteria) set out under point 10.5 of these specifications.
    - 9. Document of Compliance for the ISM Code, including the related latest external audit report to the company
    - 10. PSC record for fleet or Flag State annual surveys reports
    - 11. List of works related to the field, if appropriate
  - **Part E: Documentation relating to Point 10.6 (for information)**
    - 12. General description of proposed arrangement
    - 13. Identification and technical characteristics of vessel(s) proposed
    - 14. Usual area of operation and economic activity
    - 15. Proposed location for pollution response equipment stockpile
    - 16. Draft mobilisation plan



**10. Information concerning the personal situation of the service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required**

**10.1. Legal position – means of proof required**

When submitting an application, company/consortia are requested to **complete, sign and enclose to their application the Legal Entity Form** available on the EMSA Website at the following address: [www.emsa.europa.eu](http://www.emsa.europa.eu) under Working with us → Procurement → Calls for Tenders (Legal Entity Form and Financial Identification Form). **Note that in the case the bid is submitted by a consortium, each member is requested to complete and enclose the Legal Entity Form.**

**10.2. Grounds for exclusion (Exclusion Criteria)**

To be eligible for participating in this contract award procedure, applicants must not be in any of the following exclusion grounds:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union financial interests;
- (f) they have been the subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the Union budget.

**10.3. Evidence to be provided by the candidates and tenderers**

For this purpose the Declaration on Honour available on the Procurement Section on the EMSA Website ([www.emsa.europa.eu](http://www.emsa.europa.eu)) completed and signed shall be considered sufficient at the stage of the application or alternatively the candidates can provide additional proof evidencing eligibility, as follows:

- 1. For situations described in (a), (b) and (e), production of a recent extract from the judicial record will be required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.
- 2. For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned will be required. These documents must provide

evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

3. For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.
4. If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Please note that, in any case, the candidates will be requested to provide the documents listed in points 10.3.1 - 10.3.4 above during the tender phase.

When the tenderer to be awarded the contract has already submitted relevant evidence to EMSA, it remains valid for 1 year from its date of submission. In such a case, the reference of the relevant project(s) should be mentioned and the Contractor is required to submit a statement of confirmation that their situation has not changed.

#### **10.4. Economic and financial capacity – means of proof required (Selection Criteria)**

Requirements:

- The tenderer must be in stable financial position and the economic and financial capacity to perform the contract

To prove their economic and financial capacity, applicants must provide with their application:

1. The balance sheets or extracts from balance sheets for the last three financial years for which accounts have been closed.
2. Statement of overall turnover and profit & loss account during the last three financial years, if applicable.
3. For semi-public or non-profit organisations, the annual budget of the last year.
4. Applicants are exempt from submitting the documentary evidence if such evidence has already been completed and sent to EMSA for the purpose of another procurement procedure and still complies with the requirements. In this case the applicant should simply indicate on the cover letter the procurement procedure where the evidence has been provided.

If the requested documentation is not available an appropriate justification must be provided. In this case, the applicant may be required to prove his economic and financial capacity by any other document which EMSA considers appropriate. EMSA reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

In the case the bid is submitted by a consortium, then each member of the consortium must submit the above mentioned documents. The documentation may be evaluated according to international rating practice.

#### **10.5. Technical and professional capacity applicable to the Company and/or Consortia (Selection Criteria)**

The Agency reserves the right to request any documentary evidence it deems necessary or useful in order to verify the candidates on this Point(s).

To prove their general technical capacity, applicants must provide with their application proof of the following:

1. The individual company or at least one of the members of the consortium participating must have a valid Document of Compliance (DOC) for the International Safety Management (ISM) Code. A copy of this document must be attached to the application together with the related latest external audit report to the company.
2. Overview of the company/consortium's fleet PSC inspections and, where applicable, detentions for the last three years under the Paris MoU. If the fleet concerned does not have PSC records, the relevant Annual Flag Surveys reports must be submitted. Three detentions or more in the last 3 years will be considered as a ground for exclusion.
3. Where applicable, an additional list identifying work carried out during the last five years that is of relevance and/or analogous to the services to be provided.

#### **10.6. General description of the proposed arrangement**

Applicants must submit a first proposal indicating the arrangement envisaged to fulfil the objectives of the project. This description is for information purposes but should include, at least, the following points:

- General description of proposed arrangement.
- Identification of the vessel(s) proposed including the technical characteristics: this must include at least the main particulars, IMO number, heating, pumping and storage capacity and speed, general arrangement plan of the vessel.
- Usual area of operation and economic activity: a brief description of the usual commercial operations of the vessel, trade patterns, etc.
- Proposed location for any pollution response equipment stockpile(s).
- Draft mobilisation plan: a brief procedure indicating the way in which the vessel would be made available to EMSA for pollution response when requested at short notice.

#### **10.7. Contracts will not be awarded to applicants who, during the procurement procedure:**

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

#### **10.8. False Declarations by Applicants**

Without prejudice to the application of penalties laid down in the contract, applicants and contractors who have been guilty of making false declarations concerning situations referred to in points 10.1, 10.2, 10.3, 10.4, 10.5 or have been found to have seriously failed to meet their contractual obligations in an earlier procurement procedure or grant shall be subject to administrative and financial penalties set out in Article 145 of Commission Delegated Regulation of 29.10.2012 on the rules of application of Regulation (EU) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

### **10.9. Relevant requirements regarding the Tender Phase only (Not Application Phase)**

Applicants should note that additional requirements will be described in the Tender Phase of this procurement procedure. Such requirements will primarily address the vessel characteristics and specifications although will include additional Selection Criteria as well. These additional criteria are not relevant with respect to the Application phase of this procurement procedure.

### **11. Information concerning the Tender Phase**

The different documents that the pre-selected candidates will have to present when invited to submit a full tender in the Invitation to Tender phase will address the following points in detail:

- Technical Specification of the vessel: specific criteria will be identified in the second phase related to heating, pumping capacity, speed, etc.
- Pollution Response Equipment: more details regarding the required new equipment and overhauling of the existing one will be addressed in the second phase.
- Mobilisation Plan: it will have to address how the tenderer will mobilise its resources in case of Emergency.
- Training Programme: the tenderer will have to submit a training programme in line with the specifications for the second phase.
- Financial Offer: different financial aspects will have to be addressed in the bid as part of the tender. The specific elements and weighting will be specified in the second phase.

### **12. Additional Information**

- Previous procurement procedures for similar services

The information which can be found in the link below provide general guidance about the different documents that the pre-selected candidates will have to present when invited to submit a full tender in the Invitation to Tender phase. This information also addresses in general terms how the evaluation of the tenders will be undertaken.

It must be noted that this information is not binding and may change:

EMSA website: [www.emsa.europa.eu](http://www.emsa.europa.eu) → Working with us → Procurement section

Through the “Procurement” section there is access to a range of “hyperlinks” and “documents” including tender archives from the past years.

- Other relevant EMSA documents:

EMSA website: [www.emsa.europa.eu](http://www.emsa.europa.eu) → Operational Tasks → “Pollution Response Services” section there is access to a range of “hyperlinks” and “documents” including:

- Network of Stand-by Oil Spill Response Vessels & Equipment (Handbook 2014);
- EMSA leaflet: Effective at sea Pollution Response;
- EMSA contracted Oil Recovery Vessels - Technical Specifications;
- EMSA Pollution Response – FAQs;
- EMSA Action Plan for Oil Pollution Preparedness and Response (2004);
- EMSA Action Plan for Response to Marine Pollution from Oil and Gas Installations (2013).

- Oil Spill Response Information Resources

Companies/consortia can consult the websites and documents listed below for further information on oil spill response operations and technical aspects to be considered. The list is not exhaustive.

- European Commission (DG Humanitarian Aid and Civil Protection)  
<http://ec.europa.eu/echo/en>
- Bonn Agreement Counter Pollution Manual  
<http://www.bonnagreement.org/eng/html/welcome.html>
- HelCom Response Manual  
<http://www.helcom.fi/action-areas/response-to-spills/manuals-and-guidelines/>
- REMPEC (Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea)  
<http://www.rempec.org/>
- IMO Combat Manual  
<http://www.imo.org/> → Publications section