

Questions / Answers

Question 01 (dated 04/06/2015):

“(…) 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?:

Answer to question 01:

All tender documentation can be found on the Internet at <http://www.emsa.europa.eu/work/procurement/calls.html> in the procurement section related to the tender EMSA/OP/10/2015 and can be downloaded free of charge.

Question 02 (dated 25/06/2015):

- a) Podemos considerar que a Vossa referência no caderno de encargos aos pontos 14,2, 14,3, 14.4, 14.5, são correspondentes aos pontos 15.2, 15,3, 15.4, 15.5?
(Can we consider that in the TS your reference to points 14,2, 14,3, 14.4, 14.5, actually correspond to points 15.2, 15,3, 15.4, 15.5?)
- b) Gostávamos de saber qual o parque de retoma para o mesmo poder ser valorizado. E quais os locais de retoma?
(We would like to know what devices would be requested to be taken back in order to values them. Also, where should we taken them back from?)
- c) Quais os locais de Instalação dos equipamentos a fornecer?
(Where will the devices be installed?)
- d) Os valores que pretendem ver refletidos são apenas para compra? Nas condições contratuais existe um ponto referente ao aluguer, neste caso não devemos considerar?
(Do you wish to have only prices for acquisition? In the contract there is a point referring to renting, should it not be considered?)
- e) Quanto aos critérios qualitativos que estão na base da avaliação da tecnologia e atuação?
(Which quality criteria will be considered for evaluating technology and performance?)
- f) Será através dos certificados Energy Star que vão valorizar o impacto ambiental? Em caso negativo qual a documentação necessária para fazer essa avaliação?
(Will you be evaluating environmental impact through the Energy Star certification? If not, what documentation will be needed for this evaluation?)

- g) Sendo impossível fazer uma previsão de quantidade de agramos que vão usar, mesmo assim querem ver o custo refletido no custo por página?
(Given that it is not possible to estimate the amount of staples that will be used, do you still want to see the cost reflected in the price per page?)

Answers to question 02:

- a) Yes, this was a clerical mistake.
- b) These services will in principle only be requested for devices acquired through the FWC resulting from the current tender, not to pre-existing ones. However, contractors may offer to remove devices acquired on previous contracts. The devices will be removed from EMSA premises, Praça Europa 4, Cais do Sodré, Lisboa, Portugal
- c) EMSA premises, Praça Europa 4, Cais do Sodré, Lisboa, Portugal.
- d) The purpose of this call for tender is to conclude a framework contract for purchasing multifunctional devices and printers, including options, accessories, maintenance and related services - no rental options are to be considered.
- e) As stated in the Quality criteria, "All offers will be evaluated based on the following quality criteria: Quality of the proposed Base Configuration, based on technology, performance and environmental impact". Therefore, each Base Configuration will be compared between all bids. Technology will be considered within the context of each Base Configuration and in relation to the outputs provided for point 2. While there is no one preferred solution, all options will be considered in relation to all other bids.
- f) As stated in the Quality criteria, "All offers will be evaluated based on the following quality criteria: Quality of the proposed Base Configuration, based on technology, performance and environmental impact". Therefore, each Base Configuration will be compared between all bids. Environmental impact will be considered within the context of each Base Configuration in relation to all other bids. Energy Star or other type of certification will not be the only information considered, so the tenderers may provide information which they consider relevant to determine environmental impact.
- g) Yes.

Question 03 (dated 30/06/2015):

- a) How many printers EMSA intend to buy for each model presented ?
- b) EMSA intends fixed values for hardware acquisition and maintenance, during a period of time of 10 years?

Answers to question 03:

- a) EMSA has, at the moment, approximately 40 devices. However, the replacement plan is not fixed and therefore no estimates can be given. Please note that the current procurement procedure shall result in the signature of a Framework Contract, which imposes no obligation on EMSA to purchase. Only the implementation of the Contract through Order Forms is binding on EMSA.
- b) Please refer to points 3.4 and 3.5 of the Draft Framework Contract (FC_Special Conditions)

Question 04 (dated 06/07/2015)

1. Quanto aos documentos solicitados em Inglês no ponto 15.1: *(Regarding the documents mentioned in english in point 15.1*
 - a. Temos que imprimir o quadro em Inglês?
(Do we have to print the table in english?)
 - b. Para além da declaração de honra em Inglês, será necessário mais algum documento? Se sim, qual?
(Besides the Declaration on Honour, is there any other document needed?)
2. Tenderer's Checklist que solicitam:
Details on used technology e Details on performance –
Para além do catálogo dos equipamentos que vamos anexar á proposta, onde podem verificar todas as características dos equipamentos, mesmo assim será necessário o preenchimento do quadro? Se tivermos que especificar as características nesse mesmo quadro, podem por favor dar exemplos do que querem ter em detalhe?
*(Tenderer's Checklist:
Where you require Details on used technology e Details on performance –
Apart from the catalogue that we are attaching to the bid, and where all the details of the equipment can be checked, is it still necessary to fill in the table? If so, can you give examples of what kind of details you would want?)*

Answers to question 04:

1.
 - a. Bids can be submitted in any of the official languages of the EU. The working language of the Agency is English. Bids must include an English version of the documents requested under points **15.5 & 16** of the tender specifications.
The Legal Entity Form as referred to in Point 15.1 does not have to be filled in in English.
 - b. Please refer to Point 12 of the Tender Specifications and the above Questions & Answers.
2. The Tenderer's Checklist is not supposed to be filed in with details, only to help tenderers check that they have provided all the information requested. Details for prices need to be filled in Appendix II - Price Matrix.

Question 05 (dated 07/07/2015):

Foi estabelecido para o Concurso Público N.º EMSA/OP/10/2015 o valor base de 350.000€ (fornecimento de 45 equipamentos multifuncionais/impressoras e para a totalidade dos anos de contrato 7+3), gostaríamos de ver esclarecido quais as parcelas que devemos ter em conta para a obtenção do referido valor:

- 1) Valor de aquisição dos equipamentos?
- 2) Da tabela 2 do Caderno de encargos – categorias de volume de produção
 - a. Baixa produção – qual o volume a considerar mínimo ou máximo?
 - b. Media produção– qual o volume a considerar mínimo ou máximo?
 - c. Alta produção– qual o volume a considerar mínimo ou máximo?

Qual o volume/rácio de produção a cor para as tipologias com essa funcionalidade?

It was established for the Public Tender No. EMSA / OP / 10/2015 the base value of € 350,000 (providing 45 MFPs / printers for the full duration of the contract 7 + 3 years),we would like to see clarified which portions we must take into account for obtaining the value:

- 1. For the equipment Acquisition value?*
- 2. From table 2 Framework conditions - production volume categories*
 - a) Low production - which volume is to be considered minimum or maximum?*
 - b) Medium production- which volume is to be considered minimum or maximum?*
 - c) High volume production - which to consider minimum or maximum?**What volume / production ratio of color to consider for the typologies with this functionality?*

Answers to question 05:

- 1) In the award criteria for Total Price, the weighting between *Purchase of Proposed Base configuration* and *Price of Operational Maintenance* is 50-50. (20% of the total bid each). However, The Framework Contract doesn't constitute an obligation for EMSA to purchase any equipment or Operational maintenance.
- 2) The prices in the matrix should indicate the price that will be charged to EMSA if the printed volume is in *between the volumes indicated*.

Question 06 (dated 08/07/2015):

Regarding the tender mentioned above, for the High End Colour MFD, you demand the "ability to print on vinyl/stickers for printing of (visitors) sticker-badges".

Is it possible for you to provide us a sample of a vinyl/sticker for us to test and be sure that we provide you the right equipment? Can we pick a sample at EMSA front desk?

Answers to question 06:

Vinyl printing is one of the requirements of this call for tender and is a functionality we do not yet have in-house. The tenderer should provide a solution for the required vinyl/sticker printing.

Question 07 (dated 13/07/2015):

Estávamos para colocar já tudo num envelope, quando surgiu a dúvida das 3 cópias conforme solicitam no convite: as 3 cópias será só dos preços certo? Não é de catálogos, testes de impressão, certificados, etc.? Por favor se for ainda possível, agradeço informação.

As we were finishing the bid, we had the doubt about the 3 copies you request in the invitation: do we need to send 3 copies of everything (catalogues, print tests, certificates, etc) or just the price offer? If you could still reply we would appreciate it.

Answers to question 07:

As stated in the Invitation to tender EMSA/OP/10/2015, Point 2. "Tenders who wish to submit an offer are invited to send to the Agency a bid duly signed by their authorised representative, together with three copies of their bid, **strictly identical to the original (total: 1 original and 3 copies).**"

Question 08 (dated 13/07/2015):

Since we have many documents to print, it is possible to delivery this tender tomorrow, 14.07.2015?

Answers to question 08:

As it is indicated in the Invitation to tender in point 2:

Tenderers who wish to submit an offer are invited to send to the Agency a bid duly signed by their authorised representative, together with three copies of their bid, strictly identical to the original bid (total: 1 original and 3 copies).

Bids can be submitted in three different ways:

(a) either by registered post

in this case the bid should be posted not later than 13th of July 2015 (the stamp of the post office acting as proof).

(b) or by hand-delivery

in this case hand delivery should be made not later than 17h00 (Lisbon local time) on 13th of July 2015.

Adated and signed receipt issued by an official of EMSA has to be requested by the person delivering the bid as proof of delivery of the bid.

(c) or by private courier service

in this case the bid should be 'deposited' with the Private courier service not later than 13th of July 2015 (the slip issued by the private courier services acting as proof).

In whichever form the bid is submitted, the following address should be used:

European Maritime Safety Agency

Att: Roar Fondse

Praca Europa 4

1249-206 Lisboa

Portugal

Published on 13/07/2015

Requests for additional information regarding this tender should be sent by e-mail to the following address **OPEN102015@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 **13/07/2015**.

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