

**Invitation to tender N° EMSA/OP/11/2016
for
Provision of testing and quality assurance services for EMSA maritime applications**

Questions and Answers

Question 01 (07/07/2016 - 08 h59):

In order to assess this call for tenders could you please send us the documentation or specification related to it.

Answers to question 01:

The tender documentation related to procurement procedure EMSA/OP/112016 can be downloaded from the procurement section of EMSA's website at:

<http://emsa.europa.eu/work/procurement/calls/item/2749-emsa-op-11-2016.html>

Question 02 (07/07/2016 - 09 h41):

We are interested in obtaining more information, if available, for the project" Portugal-Lisbon: Provision of testing and quality assurance services for EMSA maritime applications 2016/S 129-231189.

Answers to question 02:

Please refer to the Answer to Question number 1.

Question 03 (07/07/2016 – 09 h57):

Would it be possible to get the Specifications and additional documents for the tender "Provision of testing and quality assurance services for EMSA maritime applications". I cannot find them on the mentioned web page.

Answers to question 03:

Please refer to the Answer to Question number 1.

Question 04 (07/07/2016 – 10 h59)

In response of the call of tenders "Portugal-Lisbon: Provision of testing and quality assurance services for EMSA maritime applications", and on behalf of everis Spain S.L.U. I would like to express our interest in participating in the call for tenders mentioned above.

Please, could you send us or let us know how to get the complete tender specifications form in order to take part in this call for tender?

Answers to question 04:

Please refer to the Answer to Question number 1.

Question 05 (13/07/2016 – 11h35)

While reading the procedure documents, however, doubts have arisen. The procurement document “2 – Tender Specifications” states at the bottom, page 41, a List of Appendices, from A to E. Said documents, notwithstanding, are not provided within the .zip “OP-11-2016.zip” (made available in <http://www.emsa.europa.eu/work/procurement/calls/item/2749-emsa-op-11-2016.html#>) where all the other documents are. Since those documents are vital, how are we supposed to obtain them?

Answer to question 05:

We have confirmed that all appendices listed in the Technical Specifications may be found in the procurement section EMSA/OP/112016 and can be downloaded at:

<http://emsa.europa.eu/work/procurement/calls/item/2749-emsa-op-11-2016.html>

Question 06 (13/07/2016 – 13h31)

I'm writing in regards to your ITT « Provision of testing and quality assurance services related to EMSA maritime».

I would appreciate if you could let me know whether the multiple IT Framework Contract can be amended.

Answer to question 06:

Please note that according to point 6 of the invitation to tender: “Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, the waiver of the tenderer's own general or specific terms and conditions.” Consequently, the non-acceptance of the terms of the framework contract or other conditions contained in the procurement documents would result in the rejection of the bid.

Question 07 (15/07/2016 - 09h17)

Please find enclosed the following requests for additional information concerning the above-mentioned Invitation to Tender.

Question 7 - R.1

We understand that a minimum of two consultants per profile must be included under the Technical and professional capacity - Selection Criteria section of our tender, as indicated by section 14.5 of the Tender specifications.

Award 1 refers to the quality of the proposed team. We understand that there is no need to include the CVs in both the technical selection and the award sections, and that under Award 1 we may refer to the CVs provided under the selection criteria section.

Could you please confirm our understanding is correct?

Answer to question 07- R.1:

EMSA confirms that your understanding is correct.

Question 7 - R.2

Section 14.5 of the Tender specifications, Technical and professional capacity - Selection Criteria indicates that the proposed team needs to have experience in setting up/defining test cases in HermesJMS, JMETER and SOAP/Ready API.

Can you please clarify if the team's combined experience should cover ALL the three tools?

Answer to question 07- R.2:

EMSA confirms that the team's combined experience shall cover all the three tools.

Question 7 - R.3

The Tender specifications for Part D, indicate that for each scenario the tenderers shall provide within their bids information which includes the estimated value for the scenario. We understand that this fact would imply disclosing information on our financial proposal (e.g. the rates per profile), which should be evaluated separately (Part E). Therefore we understand that under the description of the scenarios we could just include an estimation of the effort in days (per activity and profile), without applying the rates of our financial proposal. Please confirm that our understanding is correct.

Answer to question 07- R.3:

The estimated value for the scenario is indicative and therefore shall not be considered for evaluation purposes.

Question 7 - R.4

According to the Tender specifications attached to the Invitation to Tender, we understand that Part E (price) must not be separated from the technical sections (e.g. in a separate document and closed envelope). As this is not usual in other procurement procedures, could you please confirm that our understanding is correct?

Answer to question 07- R.4:

The information setting out prices shall be organized and submitted as "Part E" of the tender. Apart from this, these documents do not need to be separated from the rest of the tender by any special means.

Question 08 (21/07/2016 – 08h52)

Please find enclosed the following requests for additional information concerning the above-mentioned Invitation to Tender and related to Appendix B to the Technical Specifications - Price Grid

Question 8 - R.1.

Appendix B to the Technical Specifications - Price Grid. The provided excel file has a 'sheet 2' folder which seems to be filled in with working data.

We understand we may disregard this information and not include it in our financial offer.

Please confirm that our understanding is correct.

Answer to question 08- R.1:

We confirm that your understanding is correct and that you may disregard the information contained in "Sheet 2" of the provided excel spreadsheet.

Question 8 - R.2.

EMSA addresses in section 2.6 of the Technical Specifications that the main place of performance will be the contractor's premises, but for some specific contracts the services may be requested to be done at EMSA premises.

As Appendix B - Price Grid does not detail separate prices for onsite and for offsite services, does this imply EMSA would pay for the travel expenses for onsite services separately?

Answer to question 08- R.2:

As mentioned in alínea c) of point 12 of the Technical specifications:

[...] Prices must be fixed amounts, non-revisable and remain valid for the duration of the contract. This estimate should be based on Articles I.3 and II.16 of the draft contract. This estimate will comprise all foreseen travels and will constitute the maximum amount of travel and daily subsistence allowance expenses to be paid for all tasks.

Question 8 -R.3.

If the answer to the previous question is no, could you please provide the expected distribution between onsite and offsite work?

Answer to question 08- R.3:

EMSA is not in a position to estimate the distribution of on-site /external work at the early stage of this procurement.

Question 09 (25/07/2016 – 14h53)**Question 9.1**

On the document 2- Tender Specifications on page 15, point 11, states "... should preferably be submitted in English and should in particular include an English version of the documents requested under points 14.5 and 15 of the present tender specifications." The balance sheets are in Portuguese according to the Portuguese law. Can we deliver these in PT as proof of Financial statements and overall turnover?

Answer to question 9.1:

The Financial Statements and overall turnover documents may be provided in Portuguese.

Question 9.2

All documents related to the contract aka 3-DOC NAME are provided to evaluation but they do not need to be sent signed at this time, Only if our bid is approved and we are awarded with the contract, correct? Or do we need to print out all the documents, signed them, and deliver them signed?

Answer to question 9.2:

EMSA confirms that all documents related to the contract do not need to be signed at this stage and will only be subject to signature upon award of the Contract to one of the tenderers.

Question 9.3

In page 37, in the document “2 - Tender Specifications.pdf”, in the description of Scenario 3, after the example of the CDF Message, this description ends abruptly. Therefore we would like to have access to the entire description of Scenario 3.

Answer to question 9.3:

EMSA confirms that scenario 3 is complete and that its description is finalised at the end of the table containing the CDF messages.

Question 10 (01/08/2016 – 17h00)**PT**

Na sequência da análise das peças do procedimento EMSA_OP_11_2016, vimos por este meio solicitar a V. Exas. os seguintes esclarecimentos:

EN

Following the analysis of the documents related to procurement procedure EMSA_OP_11_2016, could you please clarify the following:

Question 10.1**PT**

É exigida a prestação de caução para bom cumprimento da execução do Acordo Quadro ou apenas dos contratos específicos a celebrar durante a execução do mesmo? Qual deverá ser a percentagem do valor da caução a prestar?

EN

Does the compliance with the Framework Agreement depend on a provision of security or does it depend only on the specific contracts we shall enter into during the execution of the Framework Agreement? What is the percentage of the value of collateral that should be provided?

Answer to question 10.1:**PT**

Como referido no Artigo 1.3.5. (Responsabilidade) do Anexo I - Condições Gerais ao Contracto Quadro sobre Tecnologias de Informação, “ O contratante deverá subscrever uma apólice de seguro contra riscos e danos relativos à execução do Contrato, se assim fôr exigido pela legislação aplicável. Deverá fazer um seguro complementar que seja razoavelmente requerido pela prática comum na indústria. Deverão ser enviadas à EMSA cópias de todos os contractos de seguro pertinentes, se tal fôr solicitado”. Além disso, como referido no Artigo II.1.6 (Seguro sobre equipamento arrendado ou em leasing) do Anexo II “Termos gerais e Condições dos Contracto sobre Tecnologias de Informação” ao Contracto Quadro: “ O contratante deverá segurar os produtos alugados ou cedidos em leasing ao abrigo do presente Contracto Quadro, desde a data de entrega até a data do aluguer ou leasing ter expirado [...]”.

No que diz respeito ao valor da caução, não foi definida qualquer percentagem.

EN

As mentioned in Article I.3.5 (Liability) of “Annex I – General Conditions” of the IT FWC “The Contractor shall take out insurance policy against risks and damages relating to performance of the Contract if required by the relevant applicable legislation. It shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to EMSA should it so request”. Moreover, as referred in Article II.1.6 (Insurance of rented or leased equipment) of “Annex II – General Terms and conditions for technologies contracts of the IT FWC”, “The Contractor shall insure the Products rented or leased under this Framework contract from the Delivery date until the date the rental or lease have expired. (...)”.

Regarding the value of collateral, no percentage was defined.

Question 10.2**PT**

Qual é o capital mínimo exigido para a apólice de seguro profissional?

EN

What is the minimum capital required for the professional insurance policy?

Answer to question 10.2:**PT**

No presente procedimento, não foi definido o capital mínimo relativo à apólice de seguro profissional.

EN

No minimum capital was defined for the professional insurance policy under the current procurement procedure.

Question 11 (01/08/2016 – 18h43)

Could you please confirm the deadline (date and hour) for submission of the bid by hand-delivery?

Answer to question 11:

As stated in point 1 (b) of the Invitation to Tender, the deadline for submission of the bids by hand-delivery is 08 August 2016, no later than 20.00 (Lisbon local time).

Requests for additional information regarding this tender should be sent by e-mail to the following address: OPEN112016@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 08/08/2016, 17h00 (Lisbon time).

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