

## Question/ Answer

### **Procurement procedure: EMSA/OP/17/2016 - Provision of Management Training for EMSA staff**

#### **Question 01 (10/09/2016, 09:47):**

*"We are interested in participating in the tender (...) 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?*

*We will submit our offer for the same if the goods or services required fall within our purview.*

*Also we would like to be informed of future tenders from your organization. Hence, we request you to add our name to your bidder's list and do inform us about upcoming Projects, Tenders.*

*We will be highly obliged if you can send us your complete & latest contact information. This will help us reaching to you faster. Please revert back to this same mail."*

#### **Answer to question 01 (13/09/2016):**

All tender documentation can be found on the Internet at [www.emsa.europa.eu](http://www.emsa.europa.eu) in the procurement section related to the tender EMSA/OP/17/2016 and can be downloaded free of charge.

#### **Question 02 (11/09/2016, 17:27):**

*"We are interested in participating in the tender. Could you kindly send us more detailed information?"*

**Answer to question 02 (13/09/2016) :**

Please, refer to the answer to Question 1.

**Question 03 (10/09/2016, 09:47):**

*“in the “Tender specifications” attached to the invitation to tender mentioned above, a “Training schedule for the course delivery (e.g. starting, finishing times and breaks)” is required (Award Criteria, Point 13.2 d). Could you please specify: is only the time schedule meant or should training outlines (including e.g. duration, content of the exercise, objectives, methods) for every standard training topic be added to our offer in this point.”*

**Answer to question 03 (19/09/2016):**

Only a time schedule should be provided under the above mentioned point.

As stated in Tender Specifications point 13.2.d), *“Training schedule for the course delivery (e.g. starting, finishing times and breaks).”*

**Question 04 (18/09/2016, 10:21):**

*“We are interested in participating in the tender (...) 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?*

*We will submit our offer for the same if the goods or services required fall within our purview.*

*Also we would like to be informed of future tenders from your organization. Hence, we request you to add our name to your bidder's list and do inform us about upcoming Projects, Tenders.*

*We will be highly obliged if you can send us your complete & latest contact information. This will help us reaching to you faster. Please revert back to this same mail.”*

**Answer to question 04 (19/09/2016):**

Please, refer to the answer to Question 1.

**Question 05 (29/09/2016, 17:27):**

*“No âmbito da V/Consulta, gostaria que nos ajudasse a esclarecer se a proposta é para ser redigida em Inglês?  
Quanto à formação, também é para ser ministrada em Inglês?”*

**Answer to question 05 (30/09/2016):**

Concerning the language in which the bid is submitted, as stated in Tender Specifications Point 9, *“Bids can be submitted in any of the official languages of the EU. However, as the main working language of the Agency is English, bids shall preferably be submitted in English and shall in particular include an English version of the documents requested under points 12.5 and 13 of the present tender specifications”*.

Regarding the language in which training will be delivered, as stated in Tender Specifications point 2.1 *“Courses shall be delivered in English (...) All course material shall be in English”*

Requests for additional information regarding this tender should be sent by e-mail to the following address: [OPEN172016@emsa.europa.eu](mailto:OPEN172016@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 October 2016.

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