

Questions and answers

Procurement procedure: EMSA/OP/19/2016

Question 01 (dated 04 November 2016, 10:24)

I wonder about the tender that is being carried out by your company, under reference number EMSA/OP/19/2016 (Provision of travel agency services in the framework of EU funded projects for technical assistance to southern and eastern ENP partner countries). I wonder if you only are using the IN - TEND COMMUNITY platform for conducting the contest or are also using some Portuguese platform.

How can we do the registration in this tender?

Answer to question 01:

All tender documentation is available since 02/11/2016 and can be found on the Internet at www.emsa.europa.eu in the procurement section related to the tender EMSA/OP/19/2016 and can be downloaded free of charge. Tenderers who wish to submit an offer to EMSA can send their bid in three different ways, further described in the invitation to tender which is also available on the website.

Published on 07 November 2016

Question 02 (dated 05 November 2016, 22:01)

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.

Answer to question 02:

All tender documentation can be found on the internet at www.emsa.europa.eu in the procurement section related to the call for tender EMSA/OP/19/2016 and can be downloaded free of charge. You may also sign up to our procurement mailing list on the EMSA website, as above, in order to be kept informed of new procurements. In addition to economic operators established in the Member States of the Union, only economic operators from the following countries are eligible to participate in the present procurement procedure: Albania, FYROM, Iceland, Liechtenstein, Montenegro, Norway and Serbia. In the case of economic operators from other non-EU member states, EMSA may, only in exceptional circumstances, accept their participation in a particular procurement procedure without creating a precedent or obligation for future participation.

Published on 08 November 2016

Question 03 (dated 22 November 2016, 14:32)

I needed to know if the jury chosen for this tender (EMSA/OP/19/2016) will be a jury chosen by your company or will be a jury that is part of the platform?

Answer to question 03:

The bids will be opened during the meeting of the Opening Committee. After the opening of the tenders, they will be analysed by the Evaluation Committee. The role of the Evaluation committee is to advise the Authorising Officer on the best offer. The Opening Committee and the Evaluation Committee are composed by EMSA staff appointed by the Authorising Officer.

Published on 25 November 2016

Question 04 (dated 30 November 20:25)

Sections 14.4.2 a) and b) request the tenderer to submit information regarding the last three financial exercises. Is this a requirement excluding newly created agencies? Our agency is newly created, with very experienced personnel in this domain. Could a bank guarantee be provided instead? what are the documents that EMSA considers appropriate 14.4.2 d)?

Answer to question 04:

The provisions on evidence in sections 14.4.2 a) and b) do not imply that newly created companies are excluded from the procurement procedure. A company created less than three years before the procedure will only be able to provide statements for a period shorter than three years. In such case, the company must explain in the tender the exceptional reason for not being able to provide all documents required.

The use of possible documents enabling a tenderer to verify its economic and financial capacity will only be relevant during the evaluation process and the documents differ from country to country.

Published on 02 December 2016

Question 05 (dated 12 December 08:38)

With reference to the tender in object, we kindly ask some clarifications:

1) In the invitation tender at page 2 you write: "tenders must be signed by the tenderer": does this mean that (except from the form that must be signed) all pages of the other documents produced have to be signed or just the last page?

2) In the tender specifications at pag 8 point 6. the maximum budget is 2.000.000,00 euro: is this budget related to the duration of the contract ?

Answer to question 05:

1) The requirement that the tender must be signed by the tenderer or their duly authorised representative does not imply that every page of all documents must be signed. Normally the tenderer or the representative signs the cover letter and other forms or documents that indicate the requirement of a signature.

2) Yes; the maximum budget available for this procurement is related to the duration of the contract. The framework contract is concluded for a period of 48 months with effect from the date on which it enters into force.

Published on 13 December 2016

Question 06 (dated 15 December 09:38)

Nous souhaitons participer à l'Appel offre précité, merci de ce fait de nous faire parvenir par retour de ce courrier électronique le cahier des charges, afin de pouvoir déposer notre Offre avant la date limite.

Answer to question 06:

All tender documentation is available since 02/11/2016 and can be found on the Internet at www.emsa.europa.eu in the procurement section related to the tender EMSA/OP/19/2016 and can be downloaded free of charge.

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Requests for additional information regarding this tender should be sent by e-mail to the following address OPEN192016@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 20 December 2016.

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