



European Maritime Safety Agency

**Questions and Answers to tender EMSA/OP/15/2014  
Provision of trainings on International Ship and Port Facility Security (ISPS) Code**

Question 01 (dated 11 December 2014 09:33)

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 [www.emsa.europa.eu](http://www.emsa.europa.eu) in the procurement section related to the tender EMSA/OP/15/2014 and can be downloaded free of charge.

Question 02 (dated 11 December 2014 09:35):

We would like to know how many trainers are needed in each training sessions as we do not see any reference to this in the tender.

Answer to question 02:

The minimum number of trainers for a training session is not specified. However attention is drawn to the second quality criterion: Quality of the training team. Given the duration and expected complexity of the training, a training team consisting of one person could not achieve the minimum score of 60% to be eligible for award.

Question 03 (dated 16 December 2014 11:16):

We kindly ask for the following clarifications concerning para. 12 of the tender specifications:  
In the 1. subpara. there is twice reference to "ISM". Am I right that it should be reference to "ISPS"

Answer to question 03:

The correct reference is to "ISPS"

Question 04 (dated 16 December 2014 11:16):

In the 2. subpara. it states that the price "must include all costs of delivery (including travel to and accommodation near the training venue)". Does this mean that the price must include travel and accommodation for the course participants as well?



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Answer to question 04:

The expenses for the participants accommodation and travel are covered by the European Maritime Safety Agency.

Published on 17/12/2014

Question 05 (dated 5 January 2015 14:26):

We wish to tender for the above contract, therefore please consider this as an expression of interest.

Could you please send me instructions/format for receiving our tender.

Answer to Question 05:

Please see answer to question 01.

Published on 08/01/2015

Question 06 (dated 20 January 2015 17:46):

You have listed the following countries as possible locations for the tender

- EEA, candidate and potential candidate countries (Albania, Bosnia and Herzegovina, FYROM, Montenegro, Serbia, and Turkey)
- the European Neighbouring Partnership (ENP) countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, the Palestinian Authority, Syria, Tunisia and Turkey under the SafeMed project, and Armenia, Azerbaijan, Georgia, Kazakhstan, Moldova, Ukraine and Turkmenistan under the TRACECA project.

Some of these locations may not be safe for travel due to political unrest during the next four years or so, as is the current situation in countries like Syria and Libya for example. Would EMSA demand the contractor to provide training in any of the countries listed in case that travel is not recommended. Today the following notices relate to a number of the countries on EMSA list:

1. The UK Foreign and Commonwealth Office (FCO) advise against all travel to Libya due to the ongoing fighting and greater instability throughout the country. British nationals in Libya are strongly urged to leave immediately by commercial means.
2. The Foreign and Commonwealth Office (FCO) advise against all travel to Syria. British nationals in Syria should leave now by any practical means.
3. Palestine Authority, Lebanon, Algeria, Egypt: There is a high threat from terrorism.
4. Tunisia: There is a high threat from terrorism, including kidnapping.
5. Jordan, Morocco, Ukraine: There is a general threat from terrorism.
6. Turkmenistan: There is a low threat from terrorism

Answer to Question 06:

The arrangements for the location of the trainings are defined in paragraph 2.2.4 of the tender's specification. Any decision on the venue of a training is to be taken in collaboration with the maritime administration of the beneficiary countries. In addition the Agency will also be in close consultation with the respective EU Delegations or liaison offices in any country if this is deemed to be necessary.

Published on 22/01/2015



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Requests for additional information regarding this tender should be sent by e-mail to the following address [open152014@ems.europa.eu](mailto:open152014@ems.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 26/01/2015

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