

## Open Procedure No. EMSA/OP/05/2015

### For Service Contract for the supply of specialised oil pollution response equipment

#### Minutes of the Information Meeting

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| <b>Place:</b>          | EMSA, Lisbon   |
| <b>Date:</b>           | 22 April 2015  |
| <b>EMSA attendees:</b> | Mr Bernd Bluhm (only partially), Ms Helena Ramón Jarraud, Mr Roberto San Martin, Ms Sara De Donatis      |
| <b>Purpose/topic:</b>  | Procurement procedure No. EMSA OP/05/2015 for the supply of specialised oil pollution response equipment |

1. At the beginning of the meeting EMSA welcomed the participants. It was highlighted in particular that as result of the conclusion of this open procedure, EMSA would purchase new equipment in view of setting up a new service aiming at offering stand-alone specialised oil pollution response equipment. The separate procurement procedure (EMSA/NEG/08/2015) to contract EMSA's Equipment Assistance Service (EAS) was launched on 21 April 2015 and was published on the EMSA's website under the procurement section.
2. The following presentations were delivered by EMSA during the meeting:
  - a) *Objective, type of procedure and tender criteria*

The presentation provided an overview on the objectives, the scope, and the specific requirements applicable to the open procedure. Besides, it was provided a description of the tender criteria (Exclusion, Selection and Award criteria) to be fulfilled in order to submit an admissible tender. The compliance with all the exclusion and selection criteria was highlighted as essential for admitting a tender to the evaluation phase.
  - b) *Overview of the equipment and submission of a tender*

This presentation introduced the different types of equipment separated into the seven lots, and focussed on how to present the technical and the financial offer by filling in the relevant Annex. The key elements for submitting a tender were pointed out (such as relevant information to be completed in the grey part of the Annex, provision of equipment manuals and inclusion of other ancillaries).
  - c) *Framework Contract and its implementation*

This presentation provided an overview of the main legal and financial elements in relation with the framework contract. As for the implementation of the framework contract, the elements to be defined in

the specific contract were in particular stressed out (such as quantity of the technical components, time and place of delivery, definition of the total price and provision of ancillary services).

3. At the end of the meeting EMSA indicated that the presentations and the minutes of the information meeting would be published on the procurement section of the Agency's website ([www.emsa.europa.eu/work/procurement.html](http://www.emsa.europa.eu/work/procurement.html)).
4. EMSA informed that all the interested parties are allowed to submit further questions to the dedicated e-mail address [OPEN052015@emsa.europa.eu](mailto:OPEN052015@emsa.europa.eu).
5. Questions raised during the meeting were answered as reported in the Q&A document (from question number 2 to question number 10).