

**Procurement procedure NEG/8/2015
Service contracts for Equipment Assistance Service (EAS)**

Questions / Answers

Question 01 (dated 21/04/2015, 09:21)

With reference to EMSA's recent notice in the EU Journal regarding equipment assistance services (Ref. 2015/S 077-135320), I should be grateful if you would clarify whether the requirement also includes provision of vessels or whether it is primarily for the onshore storage and management of oil response equipment.

Answer to question 01

The services under procurement n° EMSA/NEG/8/2015 service contracts for Equipment Assistance Service do not require the provision of a vessel for at-sea oil recovery services.

The services required under the Equipment Assistance Service include:

- On shore storage;
- Maintenance;
- Insurance;
- Emergency mobilisation including logistics and transportation (road, air or maritime);
- Technical support personnel for equipment deployment.

Please refer to point 3.7 of the Enclosure 1 – Application specifications available on the website www.emsa.europa.eu in the folder EMSA/NEG/8/2015.

Question 02 (dated 22/04/2015, 09:48)

With reference to your tender released yesterday, we were wondering if this is for mechanical oil recovery systems (Storage and handling system) as well? We see that you specify “Low speed integrated containment and recovery systems” is this high capacity oil recovery system?

Answer to question 02

Detailed list of equipment and equipment parameters will be provided after purchase of the equipment by EMSA. This can be at the later stage of the tender or during the preparation phase of the contract. The equipment mentioned in the Application specifications is indicative only. However, it is very likely that the EAS equipment will include mechanical high capacity oil recovery systems.

Please refer to the Enclosure 1 – Application specifications available on the website www.emsa.europa.eu in the folder EMSA/NEG/8/2015.

Question 03 (dated 23/04/2015, 19:26)

You mention some storage 600KVM, this I can understand and quote for. But what else is requested I do not understand? Could you please help us to understand what you would like us to quote for?

Answer to question 03

The purpose of the procurement procedure N°EMSA/NEG/8/2015 Service Contracts for Equipment Assistance Service (EAS) is the provision, upon demand and at short notice, of oil pollution response services, more particularly the availability of on-site of specialised Oil Spill Response (OSR) equipment in order to respond to oil spills in the European regional sea basins.

Equipment and/or dispersant storage is one of the services required but in addition the applicant should have the capacity to perform the following services:

- On shore storage;

- Maintenance;
- Insurance;
- Emergency mobilisation including logistics and transportation (road, air or maritime);
- Technical support personnel for equipment deployment.

Please note that in the application phase, no financial offer or quote is required.

Interested tenderers should include in the bid the documents/information listed under the point 9 of the Application specifications.

Please refer to the Enclosure 1 – Application specifications available on the website www.emsa.europa.eu in the folder EMSA/NEG/8/2015.

Question 04 (dated 19/05/2015, 07:16)

- Under point 9 “Requirements as to the Application” of Enclosure 1 “Application Specifications” you ask for the completed “Candidates Checklist” (Enclosure 2).
- The first point of the Checklist is “Tenderers Offer”. Out of the information of the invitation to apply we understand, that the full offer with concrete prices will be required in the “tender phase” and not in the current “application phase”. What information/figures you need to tick off “Tenderers offer” on “Candidates Checklist” in the application?

Reply to question 04

- Enclosure 2 to the Invitation to Apply “Applicant’s checklist” (equivalent to the “Candidate checklist” as referred to under point 9 of the Application Specifications) has to be completed, dated and signed.
- The “Tenderer’s Offer” in that checklist refers to all the information and documents required under point 9 of the Application Specifications (“Requirements as to the application”) and which are not otherwise mentioned in the checklist (i.e. the original of the document authorising the person heading the project (part A.3), Evidence of the Economic and Financial capacity (part C), Evidence of the Technical and Professional capacity (part D) and the documentation relating to point 10.6 of the Application Specifications (part E).
In the application phase, no financial offer is required.

Question 05 (dated 19/05/2015, 12:43)

Can you confirm the maximum budget ceiling for North Sea Lot "1"?

Reply to Question 05

As indicated under point 6 of the Application Specifications (Enclosure 1 to the Invitation to Apply) the maximum budget ceiling for 4 years of services under the framework contract to be awarded for Lot 1 North Sea is EUR 1.5 million.

Please note that for the procurement procedure first phase (application phase) no financial offer must be presented in the application.

The selected candidates invited to tender by EMSA will have in the procurement procedure second phase (Invitation to Tender) to submit a financial offer respecting the maximum budget ceiling for each Lot.

Question 06 (dated 21/05/2015, 09:56)

Is there some clearance with equipment that will be involved?

Reply to question 06:

Information regarding the number and technical details of the equipment will be provided at a later stage, most probably after contract signature during the preparation phase of the contract.

During the first phase (application phase), the information to be provided by the applicants regarding the mobilisation plan and proposed arrangement shall be very general, brief and draft. The applicants which are

short listed following evaluation by EMSA will have to submit a full tender including more detailed mobilisation plan and financial offer based on standard prices and services described in the Tender Specifications.

Question 07 (dated 21/05/2015, 09:56)

Can you provide or advice personnel for maintenance?

Reply to question 07

EMSA cannot advise regarding personnel for maintenance.

In general it can be technically skilled personnel coming from the equipment manufacturers, pollution response services providers, fire brigades or other relevant entities.

Question 08 (dated 21/05/2015, 09:56)

Please indicate m3 and weight of equipment for transportation and draft mobilisation plan.

Reply to question 08 (please refer to Question & Answer 6 above)

Equipment will be containerised in 10 and 20 feet containers. Number of containers and their weight will be provided at a later stage most probably after contract signature during the preparation phase of the contract.

Question 09 (dated 21/05/2015, 09:56)

Regarding the geographical scope,

- a) Please specify what the place of handover might be?
- b) Baltic Sea listed as service area, does this mean contractor will need to transport the equipment both by land and by sea, for example from warehouse to the middle of the Baltic Sea? Or just from warehouse to port area?

Reply to question 09

The place of handover will depend on the site of the oil spill and request of the affected State. It can be any port, any communication centre (railway station, airport) or any other place on the land in the Baltic Sea area (for lot 2) as indicated by the requesting party.

Normally equipment will be transported by land. However, the contractor might be requested to arrange shipment by sea or air to the place of handover.

Question 10 (dated 28/05/2015, 15:07)

Article 3.3.2 of the Application Specifications state that "...the contractor shall be capable of covering a broader geographical scope of operation including all European regional seas (i.e. the whole Baltic Sea, Black Sea, Mediterranean Sea and North Sea) and the North East Atlantic." Can EMSA please explain and expand on what is meant by "capable of covering a broader geographical scope of operation..." with regard to the Baltic Sea, Black Sea and Mediterranean Sea?

Reply to question 10:

As stated under point 3.3.2 of the Application Specifications, the equipment stockpile should be located within respective Lot. Equipment Assistance Services should be provided within the lot (primary stockpile area). However, the Equipment Assistance Services should also reflect the EMSA mandate in the field of pollution response.

The EMSA mandate in the field of pollution response as stressed under point 3.1 of the Application Specifications is to provide additional capacity to the EU Member States, Iceland and Norway. EMSA may also be requested to provide assistance to third countries sharing a regional sea basin with the European Union.

Accordingly, if so requested, the company awarded the Equipment Assistance Service Contract should also be capable to provide the services outside of the Lot i.e. to support responding to an incident occurring within the Baltic, Black or Mediterranean Sea. This implies having the capabilities to transport the required equipment or dispersant to the incident and if so requested by the affected State to provide technical support

personnel. The conditions for the services outside the lot should be similar to the requirements for provision of services within the Lot.

Question 11 (dated 28/05/2015, 15:07)

Article 3.5. Preparation Phase calls for technical support personnel training. Can the Agency please give any additional information on what qualifications are required and/or what courses should be undertaken? Will the cost of taking such courses and/or achieving the required standard of qualification be borne by EMSA?

Reply to question 11

The technical support personnel must have skills sufficient to:

- Deploy the pollution response equipment;
- Operate the equipment during pollution response operation;
- Provide the technical advice to the personnel of the requesting Party regarding: equipment deployment, equipment operation;
- Provide maintenance to the equipment.

As the EAS will include several different types of equipment the technical support personnel may consist of number of experts dedicated each to particular equipment or persons having expertise on more than one type of equipment. If necessary the technical support personnel can be trained by the equipment manufacturer or the specialised oil pollution response company in equipment maintenance and operation. It would be beneficial if such training is confirmed by a certificate. The cost of training should be taken into account in calculation of the Availability Fee.

Question 12 (dated 28/05/2015, 15:07)

Article 3.5. Stand-by Phase requires the operational condition of the equipment to be checked on a regular basis though actual deployment. Presumably this would mean once per year per unit of equipment during the drill as required in Article 3.7.4.(d)?

Reply to question 12

Yes. The actual deployment of equipment will be required once per year per unit of equipment. Nevertheless the condition of equipment should be checked regularly along with the implementation of the maintenance plan.

Question 13 (dated 28/05/2015, 15:07)

Article 3.6 foresees that the equipment will fully containerized in 10' and/or 20' ISO containers. What is the expected number of containers and will these be provided and paid for by EMSA?

Reply to question 13

Equipment and storage containers will be provided by EMSA. The exact number of the containers will be provided to the contractor during the Preparation Phase.

Question 14

Can the agency please confirm that any dispersants are non-toxic, non-hazardous and non-flammable.

Reply to question 14

Dispersants are considered to be safe for storage, transport and use. However, the safety precautions recommended by the manufacturer must be observed. Detailed dispersants Data Sheets will be provided in the tender phase.

Question 15 (dated 28/05/2015, 15:07)

Article 3.7.1 requires the contractor to provide personnel, handling equipment and transportation in case EMSA (or designated third party) would like to transfer the equipment/dispersants. Will the cost of providing this additional attendance and facilities be borne by the Agency?

Reply to question 15

Yes, the related costs will be borne by EMSA. This needs to be included in the offer.

Question 16 (dated 28/05/2015, 15:07)

Article 3.7.1 states that tenderers should have the capacity to offer an additional 600 sq.m. of storage. Would the costs for this additional storage be borne by EMSA?

Reply to question 16

Yes, the related costs will be borne by EMSA. This needs to be included in the offer.

Question 17 (dated 28/05/2015, 15:07)

Article 3.7.1.(a) states the warehouse must be with a gate entrance allowing movement of the 40' container on a trailer. Article 3.6 foresees that the equipment will be in 10' and/or 20' containers. Can EMSA please clarify which is the correct sized unit(s)?

Reply to question 17

In general equipment is containerized in 10, 20' containers and flat racks. However, it is not excluded that in the future EMSA will acquire equipment of a bigger size. Therefore the Agency would like to have available the option to have a gate entrance allowing movement of a 40' container.

Question 18 (dated 28/05/2015, 15:07)

Under Article 3.7.1.(c), Can you please advise how many 1 cu.m. IBCs are would be expected?

Reply to question 18

Storage of dispersants is not envisaged as an initial service but is part of the additional storage capacity which will be subject to a Specific Contract (minimum 600 sq.m. - 300 sq.m. indoor and 300 sq.m. outdoor). At the moment the exact number of IBCs is not known.

Question 19 (dated 28/05/2015, 15:07)

Under Article 3.7.1.(c). Assuming dispersants are non-flammable, can the Agency please advise why the need for fire-detection and fire-fighting systems in the warehouse?

Reply to question 19

Please see answer to question 14.

Question 20 (dated 28/05/2015, 15:07)

Article 3.7.3., As an early guide, could EMSA please advise the approximate value of the stockpile?

Reply to question 20

The tender documentation (phase 2 of this procurement) which will be sent to the pre-selected candidates who pass the selection phase will indicate, for the purpose of calculation of the total price for the initial services (including quoting for the full risk insurance policy), the maximum value of the initial package of equipment.

In their offer, tenderers will have to indicate the price of the annual premium in percentage of the value of that equipment (insurance rate). If so requested by EMSA, additional services (additional equipment items) will have to be insured as per the same requirements. The value of those additional items will be communicated to the contractor with the request for offer. The insurance costs will be established in the relevant Specific Contract based on the unit price (insurance rate).

Question 21 (dated 28/05/2015, 15:07)

Article 3.7.4.(c). Can EMSA please provide any additional information on what certificates will be required?

Reply to question 21

There is no possibility to name any particular certificate. In general the contractor will be obliged to ship the equipment to the assigned point of handover. If the shipment requires any certificate, permit, clearance or fee it will be the responsibility of the contractor to make all necessary arrangements including obtaining the necessary certificates to complete the shipment.

Question 22 (dated 28/05/2015, 15:07)

Article 3.7.4.(d). As a guide, can EMSA please give examples of the checks/functions expected during the drills on each of the indicated items in the list in Article 3.6?

Reply to question 22

The list in article 3.6 is indicative only. It may happen that other types of equipment will be involved. Once per year /per unit of equipment the equipment will have to be fully deployed in order to check its functionality in operational conditions. On that occasion the basic parameters of the equipment will be tested e.g. mechanical elements, functionality of hydraulic systems, power packs, maneuverability, flotation, condition of valves, pumping capacity, condition and completeness of the system etc. During drills also performance of the technical support personnel will be assessed. More details regarding the performance of drills will be given in the tender phase.

Question 23 (dated 02/06/2015; 08:16)

Please note that we in the cover letter have written that we have provided you with the financial capacity/Technical and professional capacity within the framework of another procurement procedure. Would you like us to send it again in this application?

Reply to question 23

Each procurement has its specific requirements. When submitting an application to the procurement procedure N° EMSA/NEG/8/2015 – Equipment Assistance Service, the applicant should follow the requirements detailed in the application documentation for the procurement in question.

The requirements and structure of the application are summarised under point 9 of the Application Specifications.

This includes the provision in the application of the documents required for evaluation of the applicant's:

Economic and financial capacity (point 10.4 of the Application Specifications) namely:

- Balance Sheets for the last 3 financial years;
- Turnover and Profit and Loss account for the last 3 financial years;
or for semi-public or non-profit organisations;
- The annual budget of the last year.

Technical and professional capacity (point 10.5 of the Application Specifications) namely:

List identifying work carried out during the last five years that is of relevance and/or analogous to the services to be provided.

Please note that the only evidence not to be resubmitted, if already submitted to EMSA within the framework of another procurement procedure, are the documents listed in points 10.3.1 and 10.3.3 of the Application Specifications.

In addition, for information purposes, part E of the application shall include the following:

- General description of proposed service arrangement;
- Draft mobilisation plan.

Question 24 (dated 8/06/2015, 19:09)

There has been a policy change at our corporate bank which does no longer provide the bank reference letters. Therefore they have been unable to provide a validation of your request. This has to be done online by the requestor (EMSA) and then it will flow through the signatories on the account. (...). Attached is a copy of our bank statement, please advise if this sufficient. If not follow the instruction on the web page to obtain the required information.

Reply to question 24

If your bank is not available for signing the Financial Identification Form (Enclosure 4 to Invitation to Apply, also available on EMSA website (www.emsa.europa.eu)), yes a recent bank statement accompanied with the Financial Identification Form filled and signed by the account holder (your company) is sufficient. However please note that the bank account should be denominated in Euro.

Question 25 (dated 9/06/2015, 12:00)

- a) Can you please confirm what the Tenderer's Offer is (Applicants Checklist) as required in the 1st Stage of the application?
- b) Is one of the stipulations for the 1st Stage is that the tenderer is required to have capacity (and evidence of) to store or maintain heavy machinery?

Reply to question 25

- a) The "Tenderer's Offer" in the Applicants Checklist refers to all the information and documents required under point 9 of the Application Specifications ("Requirements as to the application ") and which are not otherwise mentioned in the checklist (i.e. the original of the document authorising the person heading the project (part A.3), Evidence of the Economic and Financial capacity (part C), Evidence of the Technical and Professional capacity (part D) and the documentation relating to point 10.6 of the Application Specifications (part E) . See also answer to question 04 above.
- b) Yes. Part D of the Application (1st phase of the procurement procedure) shall include all the information and documents required for shortlisting candidates based on the technical and professional capacity criteria set out under 10.5 of the Application Specifications. That means that the applicant should have experience in the field of storage and handling of heavy machinery **or** experience in the field of storage and maintenance of heavy machinery to be invited to tender. To prove their technical and professional capacity the applicants should include in their Application under part D a list identifying relevant work carried out during the last five years.

Published on 12/06/2015

Requests for additional information regarding this tender should be sent by e-mail to the following address **NEG82015@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 **15 June 2015**.

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