

Questions and Answers

Procurement procedure: EMSA/OP/07/2017

Question 01 (dated 21 March 2017, 10.24):

Could you please send me all documents needed to respond to the Interpretation call for tenders?

Answer to question 01:

The procurement documents for this procurement procedure contain all relevant details. All procurement documentation can be found in the EMSA website under <http://emsa.europa.eu/work/procurement/calls.html> in the procurement section related to the EMSA/OP/07/2017 call for tenders.

Published on 24 March 2017

Question 02 (dated 21 March 2017, 10.50):

I have found through Tenders Electronic Daily (TED), the Tender's call mentioned on the subject of this e-mail. However, by looking directly at your website I was not able to find it. I would kindly appreciate if you could send me the corresponding information for us to revise it and prepare an offer.

Answer to question 02:

Please see the reply to question 01.

Published on 24 March 2017

Question 03 (dated 22 March 2017, 14.22):

I am contacting you regarding the RFP you have posted for simultaneous interpretation services in relation to European Maritime Safety Agency. Could you please provide us some more information regarding this RFP and how we can participate in it?

Answer to question 03:

Please see the reply to question 01.

Published on 24 March 2017

Question 04 (dated 22 March 2017, 15:25):

I would like to clarify whether you consider the collaboration with freelancers as a subcontracting procedure.

On point 2.1 of the Tender Specifications, related to the objective and scope it is stated that The Interpretation services shall be requested for simultaneous interpretation from and into EN-FR-ES-IT-DE. Based on this, we understand you are requesting four booths:

1. EN<>FR;
2. EN<>ES;
3. EN<>IT and
4. EN<>DE.

We would appreciate if you could confirm these are the logistics that we would have to establish for EMSA's Administrative Board Meetings. Should this be correct, we would also appreciate if you could inform us why in Annex I, Portuguese has also been included in the Price List. It would be necessary for us to know if you would also need the Portuguese<>English combination for these meetings as well.

Lastly, in relationship with the very same document (Annex I: Price List): we would need to know the target language in order to establish a daily fee per interpreter. In other words, for example: the Arabic interpreter you are requesting would be working with the AR<>FR or AR<>EN combination. This inquiry would apply to all languages included in the first Annex. We assume the target language is English in all different scenarios, but would need a confirmation of this.

Answer to question 04:

We confirm that collaboration with freelancers is considered subcontracting.

For the Administrative Board Meetings the request is to have five booths, English, French, German, Italian, and Spanish. The team needs to be selected in a way to enable the simultaneous interpretation of these five languages into the five languages without the use of a relay.

Portuguese has been included in the Annex I as there may be other requests for Portuguese <> English interpretation. Portuguese is not a required language for the Administrative Board meetings. The target language is English for all languages mentioned in the price list Annex I (including Arabic, AR<>EN)

Published on 24 March 2017

Question 05 (dated 23 March 2017, 03.53):

I am writing to enquire a little more of the RFP advertised on Slatior: The European Maritime Safety Agency plans to enter into a framework service contract with 1 tenderer for simultaneous interpretation services. The services will be from and into EN, FR, ES, IT, DE. Tender documents and more information may be obtained by contacting the agency through the contact points below.

Answer to question 05:

Please see the reply to question 01.

Published on 24 March 2017

Question 06 (dated 27 March 2017, 17.01):

I would like to receive some clarifications with regard to the tender n. EMSA/OP/07/2017.

- 1) I have not found any information regarding the deposit? Is there a provisional or final deposit?
- 2) Is there a facsimile/model for the "Signed Cover Letter"?
- 3) I have not found any information regarding "Tenderer's Offer", is this a Technical Offer or solely an introduction to the documents submitted for tender?
- 4) For sending: within the main envelope titled "Call for tenders No. EMSA OP/07/2017 - To the attention of Mr Sharif Abu-Ghazaleh - European Maritime Safety Agency (EMSA) Praça Europa 4 1249-206 Lisbon Portugal" do I need to include another 4 secondary envelopes (1 with the original of all documents and another 3 envelopes with the copies of all documents) and do these 4 envelopes need to be titled "Call for tenders No. EMSA OP/07/2017 NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT To the attention of Mr Sharif Abu-Ghazaleh"?

5) Are the documents envisaged in the file "5. Tenderers Checklist EMSA-OP-07-2017" currently the only documents required for our participation?

Answer to question 06:

Please see the reply to question 01.

- 1) If by [is there a provisional or final deposit?] – you mean if participation in this Call for tenders is subject to depositing a guaranty, please find that there are no such requirements under this procedure.
- 2) There is no template foreseen for the cover letter, you may use your own model.
- 3) Please refer to Section 10 of the Tender specifications for more information with regards how the tender (i.e. tenderer's offer) shall be structured, what are the requirements and what it shall contain.
- 4) Please refer to Section 3 of the Invitation to tender:
The outer envelope must be marked:
Call for tenders No. EMSA OP/07/2017 - To the attention of Mr Sharif Abu-Ghazaleh –
European Maritime Safety Agency (EMSA) Praça Europa 4 1249-206 Lisbon Portugal

The inner envelope shall include the original offer plus three copies and must be marked:
Call for tenders No. EMSA OP/07/2017 NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT
To the attention of Mr Sharif Abu-Ghazaleh

- 5) No, each tenderer is required to submit a complete offer (as per Section 10 Tender specifications). As such, besides the documents mentioned in the Tender's checklist, the tender shall provide the supporting documents mentioned in the Tender specifications under Sections: 13.4.2 Economic and financial capacity selection criteria and 13.5.2 technical and professional capacity – selection criteria, and the duly filled in Annexes to the Tender specifications.

Published on 04 April 2017

Question 07 (dated 06 April 2017, 15.20):

Regarding your answer to question 4:

"For the Administrative Board Meetings the request is to have five booths, English, French, German, Italian, and Spanish. The team needs to be selected in a way to enable the simultaneous interpretation of these five languages into the five languages without the use of a relay."

- 1) I kindly ask you to give more details about the service requested for the Administrative Board Meetings. For conference interpreting services, the rule is to have at least 2 conference interpreters, per booth, with the same language combination. Based on this, I kindly ask you to detail the number of interpreters needed, and the corresponding language combinations.
- 2) Please also inform if the floor language will be only English or, in alternative, if there will be several floor languages.
- 3) Regarding the duration of the contract, can you please confirm the number of months / years for this contract?

4) Lastly, can you inform about the total number of service requests?

Answer to question 07:

1) Please refer to Section 2.1. *Objective and Scope* of the Tender specifications.

2) The floor language is mainly in English but can also be in German, Spanish, Italian, and French, depending on the meeting.

3) Please refer to the provisions of the draft framework service contract, namely Article I.3 – Entry into Force and Duration of the FWC.

4) Please refer to Section 2.1. *Objective and Scope* of the Tender specifications.

We cannot estimate at this time a total number of service requests, seeing the subject matter of the services, the dynamic nature of the EMSA activities and the duration of the contract.

Published on 07 April 2017

Question 08 (dated 07 April 2017, 16:38):

Would it be possible to advise us on the following queries please regarding EMSA/OP/07/2017 Provision of Interpretation Services for EMSA:

1. Within section 10 of the Tender Specifications, it states that ‘..should in particular include an English version of the documents requested under points 14.5 and 15 of the present tender specifications.’ As section 14 does not have any sub-sections contained within it, could you confirm that the document referred to is Annex II? Could you advise which document is referred to for point 15?
2. When trying to download the Legal Entity Form through EMSA’s website for private companies, the form downloads as that for a private law body. Is this correct?
3. We have previously submitted financial and legal entity forms to the EEA in 2014, although we did not succeed in our offer to them for unrelated services. Can you confirm we do not have to re-submit these forms?
4. Could you confirm that the contract will be issued for one year as indicated by the draft contract provided?
5. Could you confirm that bidders from the United Kingdom can still submit an offer, even though article 50 has now been triggered, indicating the United Kingdom’s wish to leave the European Union? This relates to the Invitation to tender which states that bidders must be ‘economic operators established in the member states of the Union’.
6. Within sub-section 13.5.1, CVs are requested of the proposed linguists. We understand that the scenario for evaluation calls for 10 interpreters. Section 14 outlines the evaluation criteria for W2 and W3. Could you advise if it is 10 CVS that you require in order to base this evaluation on or more? If it is 10, we assume it is for the language combinations of EN-FR-ES-IT-DE. Should we therefore also submit CVs for EN-AR-RU-PT which will be required for other meetings but not for the scenario for evaluation?
7. Within section 14 and Annex II, could you advise if it is advantageous to propose more than 6 Lisbon based interpreters for the scenario for evaluation, and if so, should this and how can this be indicated? Or, should this annex not be altered?

Answer to question 08:

1. Yes the section 10 of the Tender Specifications which reads “should in particular include an English version of the documents requested under points 14.5 and 15 of the present tender specifications” refers to the points 13.5 Technical and professional capacity and 14 Award criteria.
2. The Legal Entity Form can be submitted as “private companies” or “natural person” (if you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.))
3. Please re-submit the financial and legal entity forms.
4. The framework contract will be valid for one year and will be renewed automatically up to three times under the same conditions, unless one of the parties receives a formal notification to the contrary at least three months before the end of the ongoing duration.
5. As long as the UK is still a member state of the Union, economic operators established in the UK are eligible to participate in the present procurement procedure.
6. The CVs should be submitted for all the interpreters your proposal includes and not only the interpreters that are included in the Scenario for Evaluation (Annex II)
7. The Annex II should not be altered please submit your proposal with six Lisbon based interpreters.

Published on 20 April 2017

Question 09 (dated 07 April 2017, 16:38):

We confirm that collaboration with freelancers is considered subcontracting.'
Point 9.Subcontracting of the Tender Specifications states that:

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners he shall indicate in his offer which part will be subcontracted, as well as the name and qualifications of the subcontractor or partner. It should be noted that the overall responsibility for the work remains with the tenderer.

The tenderer must provide required evidence for the exclusion and selection criteria on its own behalf and, when applicable, on behalf of its subcontractors. The evidence for the selection criteria on behalf of subcontractors must be provided where the tenderer relies on the capacities of subcontractors to fulfil selection criteria. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided will be checked to ensure that the tenderer and its subcontractors as a whole fulfil the criteria.

If, as the answer to question 4 seems to imply, each interpreter is considered as a subcontractor, then, as stated in the abovementioned Point 9, ' The tenderer must provide required evidence for the exclusion and selection criteria on its own behalf and, when applicable, on behalf of its subcontractors.'

Does this mean that each and every interpreter has to fulfill the requirements of points 13.2, 13.3 and 13.4, and evidence for that purpose must be provided for each of them?

In other words, is the tenderer expected to present any other evidence for each and every interpreter apart from that deriving from point 13.5.2.b) (amended)?

Answer to question 09:

„As for the "Statement of subcontracting/Joint Offer": We confirm that points 1.3.1 and 1.3.2 etc. in the "Statement of subcontracting/Joint Offer" have to be completed by the tenderer for every subcontractor.

The evidence for the selection criteria on behalf of subcontractors must be provided where the tenderer relies on the capacities of subcontractors to fulfil selection criteria. Concerning the selection criteria, the evidence provided will be checked to ensure that the tenderer and its subcontractors as a whole fulfil the criteria.

As for the exclusion criteria and the "declaration of honour on exclusion criteria and selection criteria": The tenderer must provide the declaration of honour signed for its own entity. Tenderers do not need to submit the declaration of honour for each subcontractor. No additional documentation regarding the exclusion criteria is required from the subcontractors at this stage, but it could be requested at a later stage since in case of doubt EMSA may verify the fulfilment of the exclusion criteria by subcontractors.”

Published on 20 April 2017

Question 10 (dated 10 April 2017, 12:10):

'Since point 13.5.1.b) was amended and now reads:

«Interpreters must have at least three years of experience (with at least 150 working days) in providing interpretation services since obtaining the diploma giving access to the profession.»,

is the required evidence in point 13.5.2.b):

«number of working days per year» still relevant?

Will it be accepted to only have in the interpreters' CVs the total number of working days, as amended?

Answer to question 10:

1. The number of working days can be listed as a total number of working days as the requirements states Interpreters must have at least three years of experience (with at least 150 working days).

Published on 20 April 2017

Question 11 (dated 11 April 2017, 14:34):

On reading the Tender specifications, it appears that a typographical error is to be found on page 7, 13.6, first line of 3rd §: point 14.2 above and again on the first line of page 8(b) of point 14.2 above.

Please confirm that it should read instead, and in both instances: point 13.2 above

Answer to question 11:

Yes in these two instances the point that is referred to should read of "point 13.2 above"

Published on 20 April 2017

Question 12 (dated 11 April 2017, 20:20):

Please find below our questions regarding the "Provision of interpretation services for EMSA" tender :

1. Please kindly indicate the number of Curriculum Vitae expected per language combination, as well as the language combinations expected.
2. In the Invitation to tender, you ask for " Interpreters delivering the required services must be members of a recognised international organisation such as AIIC, Calliope or equivalent.". From our understanding, it means that you would accept interpreters accredited by UE, United Nations, APIC. Is that right? Could you please indicate other accreditations that would be accepted?
3. As it is not indicated in the tender specifications and not asked in the price table, could you please indicate how additional hours will be taken into account and paid?
4. As we use 100% freelance interpreters, can you please kindly confirm that each subcontractor must only have to fulfill the information requested at the point 1,3,1 in the "Statement of subcontracting/Joint Offer" and provide a completed and signed version of the "declaration of honour on exclusion criteria and selection criteria"?
5. Due to confidential reasons, we normally do not disclose the address information of our freelance interpreters to third parties. Can you please kindly confirm that it is not necessary to give the full address of the interpreters on their Curriculum Vitae, but only mentioning their city of residence is sufficient.
6. Is there any existing tender submission form so as to present our tenderer's offer composed of parts A, B, C, D and E ? Do we have to create our own version?
7. Can you please kindly confirm that a screenshot of the list of interpreters' members of AIIC or an equivalent recognised organisation is a relevant proof of membership?
8. Should the documentary evidence (certificates, financial statements, judicial record...) be translated into English or can we leave them in their original language if it is one of the languages of the EU?
9. In the Invitation to tender, you ask for " Interpreters delivering the required services must be members of a recognised international organisation such as AIIC, Calliope or equivalent.". Is interpreters accredited by secret defense security clearance also considered as a recognised international organisation?

Answer to question 12:

1. It is up to the tender to propose the list of interpreters there is no pre-set number of interpreters required for each language
2. Please refer to the tender specifications.
3. The working hours will be defined in the specific contract as mentioned in the tender specifications under 2.2) Description of contract.

4. Yes the "Statement of subcontracting/Joint Offer" has to be completed for every subcontractor. The tenderer must provide the declaration on honour signed for its own entity. Tenderers do not need to submit the declarations completed by each subcontractor.
5. Yes the city of residence is sufficient.
6. There is no template foreseen for the cover letter, you may use your own model.
7. Yes if the necessary information is clear and complete.
8. Yes they can be submitted in any of the official languages of the EU.
9. Please refer to the tender specifications.

Published on 20 April 2017

Question 13 (dated 13 April 2017, 12:56):

I kindly ask for your reply to the following questions:

- The budget of € 410.000,00 is set to cover the expenses for the provision of interpretation services of all the meetings of the 3 types (EMSA Administrative Board, the Southern European Neighbourhood Policy (ENP) project meetings and trainings, and the Eastern European Neighbourhood Policy (ENP) project meetings) during 1 year or for more than 1 year?

- Is there the possibility of other languages being included in a type of meeting that were not planned for that type of meeting, but that were used in other meetings. Example: EN-FR-AR is planned for the ENP meetings and we wanted to know if there is the possibility of, in these meetings, other languages are requested, for example ES, DE, IT and RU

Answer to question 13:

1. The framework contract will be valid for one year and will be renewed automatically up to three times under the same conditions, unless one of the parties receives a formal notification to the contrary at least three months before the end of the ongoing duration. The contract ceiling of EUR 410,000 covers the complete period of the contact (maximum of four years in total).

2. As mentioned in the tender specifications the interpretation services could also be requested for other meetings and languages. As mentioned in 2.2 Description of contract: “

The contractor shall receive a request for quotation with the description of the services required, languages, dates, and location. Based on these details the contractor shall be asked to submit a quotation which will include: daily interpreter fees, travel costs and any additional costs.” If the proposal is accepted by EMSA a specific contract shall be launched for the services.

Published on 20 April 2017

Requests for additional information regarding this tender should be sent by e-mail to the following address **Open072017@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 April 24, 2017.

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