

Question/Answer

Procurement procedure: EMSA/OP/11/2017

Question 01 (dated 31 December 2017, 00.29):

I request you to provide us the following details:

- 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?

Question 02 (dated 2 January 2018, 08.03):

Can you please send us the procurement documents?

Question 03 (dated 3 January 2018, 09.31):

Could you please inform us where we might find these documents? Or perhaps when they will be made available?

Answer to question 01, 02 and 03:

Please find all relevant information at <http://emsa.europa.eu/work/procurement/calls/item/3189-emsa-op-11-2017.html>

Question 04 (08 January 2018 14:36):

Some of the countries listed in the tender specification might be considered unsafe to travel before the tender procedure or the signage of the contract. The security situation could also be changed during the contract period. Is it possible to refuse traveling to certain countries due to security and safety reasons?

Answer to question 04:

EMSA would look at both the EU consular protection site https://ec.europa.eu/consularprotection/traveladvice_en and the travel advice from the successful bidder's foreign ministry before proceeding to task the successful bidder to a particular country. Additionally, the possibility to decline or re-schedule travel to one or more destinations will also depend on the External Action Service (EEAS) advice which would be sought in due course by EMSA.

Question 05 (08 January 2018 14:36):

Is it expected that the Consultant should visit at the port when preparing Study A, Study B and/or Study C? Related to this, I kindly ask you to explain following row in chapter 4.5 Timelines
X + 3 to 4 weeks Audit of the port(s) (visit in the case of Study C) including a one day visit to the port(s) in question.

Answer to question 05:

Yes it is expected that the contractor would visit the port when preparing Study A, B and C. In the cases of Study A and B the situation on the ground may be much different than in the plan, and in the case of Study C this would be necessary to understand the local lay-out or the port and possible waste handling, the management and disposal arrangements.

The X + 3 to 4 weeks covers the period where the contractor will be expected to gather all the necessary information on the port, visit the port to audit what happens in reality and actually undertake the necessary audit so they can report back on any findings and provide any necessary mitigation recommendations.

Question 06 (16 January 2018 12:30):

Pertaining to subjected Procurement Procedure, please, clarify on the following:

“According to point 6 - Estimated Value of the Contract ,as per Tender Specifications attached to the Invitation to tender, maximum budget available for this contract is EUR 500 000.00 excluding VAT and above maximum budget is expected to be distributed over numerous studies and ports.

Should it be taken by bidders that EMSA, as contracting authority, is expecting from awardees the provision of the Study Bundle (Study A – B – C) for at least one port of each one of SNP States mentioned in Annex 1 of aforementioned Tender Specifications and, therefore, maximum budget is expected to be divided to equal portions, broken down as per point 14 of aforementioned Tender Specifications, for all seventeen (17) mentioned States?”

Answer to question 06:

No, it is not expected that the maximum budget available is distributed in equal portions to all seventeen (17) ENP Countries covered by this tender. The budget will be distributed in accordance with the actual needs and expressed interest by the ENP Countries. However the total maximum expenditure for all studies under the resulting contract shall not exceed EUR 500 000.00 excluding VAT.

Question 07 (24 January 2018 18:02):

Taking into account that some of the countries where an audit might be conducted are high risk countries, does EMSA has some security process in place for the contractor, or do we have to take care of our own security?

Answer to question 07:

Please see the answer to Question 4 above. Therefore please note that the security would not necessarily be required. Even so, as for any trip associated with an EMSA contract it would for the contractor to provide make their own security arrangements.

Question 08 (24 January 2018 18:02):

If we identify a country or port with a risk that is higher than our internal policies accept, can we refuse to do that specific study?

Answer to question 08:

Please see previous answers.

Question 09 (24 January 2018 18:02):

Regarding point 4.4. 'Languages', page 6/18, if a translation to Russian or French is necessary, who pays for these services? If it is the contractor, should we add this cost to administrative fee or quote it separately? Do you have an estimate of how many studies would need such a translation?

Answer to question 09:

The translation is optional and is likely to be needed for only a few studies. At this point it is difficult to estimate how many of the total, but every study will not require a translation into either of these languages. The price for the translation shall be included in the price of the administrative fee (since the price for the respective study should cover the price of the service only). The translation shall come at no additional /separate cost for EMSA after the order for a study has been placed.

Question 10 (24 January 2018 18:02):

Do we have to take care of visa process when applicable? If yes, can those costs be included in the administrative fee?

Answer to question 10:

Yes, the contractor shall be responsible to take care of the visa application process. The visa fees should be included in the administrative fee.

Question 11 (24 January 2018 18:02):

Regarding point 10. Subcontracting, page 8/18, if we are subcontracting an individual consultant to work along our team, do we still need to specify what service he/she is providing?

Answer to question 11:

Yes, individual consultants used as subcontractors shall be identified and the scope of their services shall be mentioned.

Question 12 (24 January 2018 18:02):

Regarding page 9/18 of the RFP, the Part D, is formed by the Methodology; the Timeline and the project team CVs. Is there any other information that should be added?

Answer to question 12:

All the instructions and information necessary for the preparation of bids is indicated in the tender documentation.

Question 13 (24 January 2018 18:02):

Regarding page 9/18 of the RFP, the Part E – price, how should the price for more than one port (3 or 4) per country should be stated? Discount in percentage for the expenses or a different cost value in euros?

Answer to question 13:

Different cost value in euros.

Question 14 (24 January 2018 18:02):

Regarding point 13.5.2 (14.5.2) page 12/18 of the RFP, how is EMSA expecting an evidence of projects / experiences? Is it enough to be by our own declaration?

Answer to question 14:

There is no particular format as to what type and category of evidence is presented to support the Selection criteria. The evidence presented has to be sufficiently strong to prove that the tenderer possesses the experience required.

Question 15 (24 January 2018 18:02):

Regarding point 14.2 page 10/18 of the RFP, to avoid grounds for exclusion, should we sent all the requested information (namely 14.2. a), b), c), d), and g))?

Answer to question 15:

At this stage the completed Declaration on Honor is sufficient. However at a later stage your company may be requested to furnish all the evidence in support of the Declaration on Honour.

Published on 26 January 2018

Requests for additional information regarding this tender should be sent by e-mail to the following address **OPEN112017@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 2 February 2018.

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