

Procurement procedure: EMSA/NEG/4/2024

Questions and Answers

| Number | Question | Date and time | Reply | Date of publication |
|--------|--|-------------------------|--|---------------------|
| 1 | <p>In the enclosed Tenderer checklist is mentioned the Tenderer's offer (technical and financial Offer).</p> <p>a. WRT financial offer please confirm if we shall submit any further documentation on top of Appendix III (Financial Tender Form) duly filled in as requested</p> <p>b. WRT technical offer please confirm if we shall submit any further documentation on top of the scenario requested for a 2-days training course to be prepared and delivered in a blended manner and the list of courses the contractor shall be able to deliver as a minimum (for LOT 1).</p> | 06/06/2024 16:47 GMT | <p>a. As regards the financial offer, filling out Appendix III (Financial tender form) is sufficient. If the tenderer wishes to participate to both LOTs they need to fill out and submit both tabs (LOT1 and LOT2).</p> <p>b. As regards the technical offer the tenderer shall provide with their offer a proposed scenario as described under 16. <i>Award criteria</i> for taking into account the following elements:</p> <p>a. intended learning outcomes,</p> <p>b. course methodology and proposed methodology for the assessment of the level of pre-existing knowledge, skills, and competencies of the learners;</p> <p>c. schedule,</p> <p>d. presentation of training aids,</p> <p>e. relevant examples and exercises,</p> <p>f. learning materials and facilities and equipment available for delivering the training.</p> <p>g. evaluation tools. The tenderer shall also provide a description of the proposed pedagogical</p> | |

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| | | | <p>approach, the structure and processes for the provision of services (e.g., minimum period required to design and deliver requested training courses and related materials) and procedures for business continuity (cancellation, postponement, substitution of trainers etc) and a description of the team organisation, balance of profiles and breakdown of tasks per profile.</p> | |
| | <p>WRT article 2.4 (Description and delivery of services) of enclosed Tender Specifications document it is stated that the mode of delivery shall be either in-person, meaning at the EMSA premises or another designated location (at the request of the contracting authority or as applicable) and that for In-person delivery services. The prices shall be all inclusive, including but not limited to the trainers' travel and accommodation expenses and the training delivery.</p> <p>WRT article 2.5 (Approval of documents and contents of training intervention, training materials) of enclosed Tender Specification document it is stated that the cost of materials to be distributed to the participants will be included in the price of the training course. The training materials shall be in paper or electronic format, upon agreement with contracting authority and are the responsibility of the contractor to produce/print them.</p> <p>As you might understand overall costs to be borne for the provision of in-person training services as well as for the provision of course material in paper (if needed) will be considerably higher if compared with provision on on-line training with material provided</p> | | <p>All associated costs shall be included by the tenderer in Appendix III Financial Tender Form.</p> <p>Training Courses will be mainly delivered in EMSA premises or online, exceptionally they will be delivered at another designated location. If requested at another location, reimbursement of expenses may be included in the specific contract, in line with article II.22.</p> | |

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| | <p>in digital format only. Also travel (namely flight) costs will largely depend on actual course venue (i.e. EMSA premises or another designated location (at the request of the contracting authority)) and on time when tickets are purchased which is something beyond tenderer's control (as mainly depending on EMSA final decision\choice regarding dates of delivery and course venue). As per above please confirm by return that for in-person training out of pocket travel (transportation) costs to be borne for the trainer as well as any costs for the provision of course material in paper to each participant (if needed) will be quoted separately (at costs) by the tenderer and added to the final price as it looks like also according to content of article II.22 (REIMBURSEMENTS) of enclosed Framework Service Contract where it is stated that</p> <p>II.22.2 <i>The contracting authority reimburses travel and subsistence expenses on the basis of the shortest itinerary and the minimum number of nights necessary for overnight stay at the destination.</i></p> <p>II.22.3 <i>The contracting authority reimburses travel expenses as follows:</i></p> <p><i>(a) travel by air: up to the maximum cost of an economy class ticket at the time of the reservation;</i></p> <p><i>(b) travel by boat or rail: up to the maximum cost of a first class ticket;</i></p> <p><i>(c) travel by car: at the rate of one first class rail ticket for the same journey and on the same day.</i></p> <p>Please confirm also that same principle (with price which should not cover all costs related to the travel of</p> | | | |
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| | the trainer and the provision of course documetation in paper if needed) will apply to the price for the „in-person“ delivery“ part of the 2-days training scenario to be quoted with Appendix III (Financial Tender Form). | | | |
| | WRT article 16 (Award Criteria) of enclosed Tender Specifications document can you please clarify if group of 15 people attending in person training on day 1 will also be attending on-line training on day 2 or if groups attending both daily sessions are differing, we should deliver same 1-day training content twice (once on day 1 and 2nd time on day 2). | | The first day of the 2-day training is to acquire basic knowledge and the second part to acquire advanced knowledge. The same group of people will attend the second part, in addition to 15 more participants that already possess basic knowledge. As a prerequisite, basic knowledge of the remaining 15 participants needs to be assessed before they join. | |
| | Wrt 15 (Declaration of Honour (DoH)) of enclosed Tender Specifications document can you please clarify if is fine \ enough to provide it fort he person authorized to sign the Offer? | | The DoH has to be submitted for and by the legal person submitting the offer, i.e. the tenderer. The DoH can be signed by any natural person(s) being authorized to legally represent the legal person submitting the offer, i.e. the tenderer. | |
| | Wrt enclosed appendix I Technical Ship Management course please confirm by return that with Technical Manager we should be focusing on tasks and duties of a Ship Manager (in charge for the technical and safety Management of a Ship) | | Yes, the focus should be on the tasks and duties of a Ship Manager. | |
| | Wrt article II.13 of enclosed Framework Service Contract (Intellectual Property Rights) assume there will be the chance to | | In Article II.13.1 (“Ownership of the rights in the results”) of the draft contract a new phrase 3 | |

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| | <p>adapt\adjust such clause before the signature of same document in order to align it as far as possible with Tenderer usual Business Terms and Conditions.</p> | | <p>will be included: “The contracting authority does not acquire any intellectual property rights on the training materials provided by the contractor.”</p> <p>In Article II.13.3 of the draft contract a new paragraph 3 will be included: “Letters b), c) and d) of paragraph 1 above do not apply for the training materials provided by the contractor.”</p> | |
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Requests for additional information regarding this procurement procedure shall be sent by e-mail to the following address **NEG42024@emsa.europa.eu**.

Requests for additional information received less than six working days before the closing date for submission of tenders may not be processed.

The deadline for submission of the tenders is 21/06/2024.

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