

**Invitation to Tender N° EMSA/OP/12/2015**

**Provision of a study on the use of ethyl and methyl alcohol as alternative fuels in shipping**

**Question 01 (dated 12/03/2015, 08:07):**

“Where can we find the documents for our request for proposal?”

**Answer to question 01:**

The documents relevant to the present call for tender can be found under the Procurement Section on the EMSA website at the following address: [www.emsa.europa.eu](http://www.emsa.europa.eu).

**Question 02 (dated 16/03/2015, 09:05):**

“We are interested in participating in the tender mentioned above hence want to get more information about the same.

- 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?”

**Answer to question 02:**

The documents relevant to the present call for tender can be found under the Procurement Section on the EMSA website at the following address: [www.emsa.europa.eu](http://www.emsa.europa.eu).

**Question 03 (dated 20/04/2015, 15:04):**

For the above mentioned contract, is it sufficient to send the tender/proposal to this email address or is a hard copy submission to the following address required?

European Maritime Safety Agency  
Praça Europa 4  
For the attention of: Mr Carlos Pereira/Mr Ricardo Batista  
1249-206 Lisbon  
PORTUGAL

**Answer to question 03:**

The way, in which the bids should be submitted is indicated under Points 2 and 3 of the Invitation to Tender N° EMSA/OP/12/2015, published on the Procurement Section on the EMSA website ([www.emsa.europa.eu](http://www.emsa.europa.eu)), which read as follows:

2. Tenderers who wish to submit an offer are invited to send to the Agency a bid duly signed by their authorised representative, together with three copies of their bid, strictly identical to the original bid (total: 1 original and 3 copies). Bids can be submitted in three different ways:

**(a) either by registered post**

in this case the bid should be posted not later than 23/04/2015 (the stamp of the **post office** acting as proof).

**(b) or by hand-delivery**

in this case hand delivery should be made not later than 16h00 (Lisbon local time) on 23/04/2015.

A dated and signed receipt issued by an official of EMSA **has to be requested by the person delivering the bid as** proof of delivery of the bid.

**(c) or by private courier service**

in this case the bid should be 'deposited' with the Private courier service not later than 23/04/2015 (the slip issued by the private courier services acting as proof).

**In whichever form the bid is submitted, the following address should be used:**

**European Maritime Safety Agency**

Mr Carlos Pereira  
European Maritime Safety Agency (EMSA)  
Praça Europa 4  
1249-206 Lisbon  
Portugal

3. Bids must be submitted in two envelopes, one inside the other. Both envelopes are to be sealed. The inner envelope must be marked as follows:

**Call for tenders N°. EMSA OP/12/2015**  
**NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT**  
**To the attention of**  
**Mr Carlos Pereira**

The outer envelope must be marked as follows:

**Call for tenders N°. EMSA OP/12/2015**  
**To the attention of Mr Carlos Pereira**

If self-sealed envelopes are used, they must be closed by adhesive tape with the sender's signature written across it.

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Requests for additional information regarding this tender should be sent by e-mail to the following address **open122015@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 23/04/2015.

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