

Procurement procedure: EMSA/NEG/8/2022

Questions and Answers

Number	Question	Date and time	Reply
1	<p>While filling in the financial identification form, a doubt has arisen.</p> <p>The bank account of our company is a business account and therefore it is under the name of the company.</p> <p>(...) the owner and director (...) is the only physical person allowed to sign documentation on behalf of the company.</p> <p>In the Account Holder field, should his full legal name be specified (taking into account that he is the one signing the document) or should it be the name of the company?</p>	28/11/2022 10:48 GMT	<p>The data in the Form should match the information in the bank account.</p> <p>The Account Holder field may refer to the name of the company or the person responsible for the account, as long as it is supported by the relevant documentary evidence.</p> <p>As referred in the form:</p> <p><i>“The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.”</i></p> <p>For supporting evidence related to the data in the form, <i>“It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.</i></p> <p>In case the account name/ holder is a company, the signature field shall be signed by the legal representative of that company and both name of company and of legal representative shall be filled therein.</p>
2	Point 12 of the specifications documents, pertaining to pricing,	01/12/2022 12:04	Erroneously the additional reference to Appendix 2 -

	<p>does not mention Appendix 2 - Scenario 2, even though it is included in the Appendix 1 and 2 spreadsheet.</p> <p>Moreover, there seems to be a calculation error in the spreadsheet itself, whereby values in the Appendix 2 - Scenario 2 block are obtained by multiplying different dimensions. The price per person/day in Appendix 1 is being multiplied by the number of total hours for the 4 year period (320), which leads to values for 320 person/days in the price column. Consequently, the automatically calculated values are very exorbitant.</p> <p>Please clarify.</p>		<p>Scenario 2 – Maintenance costs over 4 years (40% of total price) was indeed missing in point 12.</p> <p>Nonetheless it was clear from the content of point 16.3 and Appendix 2 that such price is to be provided.</p> <p>“16.3. Price of the bid ($W_{Price} = 40\%$). The evaluation price (price of the scenario proposed under Quality criterion 3) will be calculated based on the data filled in Appendix 2: Price of the Maintenance Scenario (40%) + Price of the Mini-site scenario (60%)”</p> <p>In the newly updated Tender Specifications document the reference under point 12 was corrected as to reference both scenarios.</p> <p>In relation to the Appendices, an error was found in the calculations of Scenario 1: Mini-site.</p> <p>As for the calculations of Scenario 2, indeed they are using the 4 year period (320h), on purpose, so that an accurate expectation of expenditure of the contractual amounts can be estimated; this amount is taken as 40% of the price scenario for evaluation.</p> <p>Please find the amended version of the <u>Tender Specifications, Appendix 1 and 2</u> published on EMSA’s website.</p>
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Requests for additional information regarding this procurement procedure shall be sent by e-mail to the following address neg82022@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 09/01/2023.

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