

Procurement procedure: EMSA/NEG/36/2022

Questions and Answers

Number	Question	Date and time	Reply	Date of publication
1	<p>Please clarify two issues regarding bid EMSA/NEG/36/2022.</p> <p>1) Price Proposal, sheet Price list selected items, line 15 - what is the format of the trifold brochure (before folding)? And is it two sided?</p> <p>2) Price Proposal, sheet Price list selected items, line 16 - what is the format of the calendar? How many sheets does it have? Is there any carton and if yes, is there any printing (graphic) on the carton?</p>	12/12/2022 15:14h GMT	<p>1) The trifold brochure format can be: A4 unfolded, two-sided.</p> <p>2) The calendar can be one sided: 980 mm x 680 mm</p>	15/12/2022
2	<p>Can you confirm that for the application to this tender no invitation is needed and that anyone can apply?</p>	16/12/2022 08:51	<p>Yes, that is correct. No invitation is needed, anyone can apply.</p>	15/12/2022
3	<p>I intend to submit an offer for the Framework Contract EMSA/NEG/36/2022 on behalf of my agency. (...)</p> <p>According to section 13.4.2 of the tender specifications document, <i>Evidence of Economic and financial capacity</i>, tenderers need to provide "<i>Financial statements or their extracts for the last three</i></p>	19/12/2022 11:45	<p>Yes, if the Financial Statement of 2019 is not available, EMSA can accept the Financial Statements for 2020 and 2021 and the additional documentation you mention as supporting documents for <i>Evidence of Economic and financial capacity</i> for 2022.</p>	04/01/2023

	<p><i>years for which accounts have been closed".</i></p> <p>(...) only has Financial Statements for 2020 and 2021, so far. Therefore, based on the approaching deadline of this tender I requested an urgent preparation of the 2022 Financial Statements. But our auditors explained that they can only begin to work on the Financial Statements after the end of Q1 following our next VAT return submission. Therefore, the earliest we can send you the final Financial Statements for 2022 is in March 2023.</p> <p>Nevertheless, our accountants clarified that we can share various alternative documents that clearly indicate our financial capacity. (...)</p>			
4	<p>We are interested in submitting a proposal for this tender. Could you kindly let us know where it is that we have to submit our proposal please?</p> <p>Also, does our proposal need to follow a template of yours or can we send one based on our own templates?</p>	04/01/2023 12:57	<p>As stated in the Invitation to Tender point 2, Tenderers who wish to submit an offer are invited to send a bid to EMSA before 16:00 hrs (Lisbon time) on 09/01/2023. The offer shall be duly signed by the authorised representative, scanned and submitted by e-mail to the following address: neq362022@emsa.europa.eu.</p> <p>The only documents that need to be submitted using a template are:</p> <ul style="list-style-type: none"> • Appendixes 1 and 2 (price offer) • Tenderer's checklist • Declaration on Honour • Statement subcontracting/ joint offer (if applicable) • Legal Entity Form 	04/01/2023

			<ul style="list-style-type: none"> Financial Identification Form 	
5	Regarding EMSA's Tender No. EMSA/NEG/36/2022 Provision of graphic design and layout services, could you kindly clarify if the hand signature and scanning of all the documents is mandatory or if the documents can be digitally signed and shared as PDF?	05/01/2023 16:55	Yes, digital signature and PDF are both accepted formats for the procurement documents. Please note that EMSA accepts electronically signed documents only if they have a qualified electronic signature (QES) in accordance with the provisions of Regulation (EU) no. 910/2014 ("EU eIDAS regulation").	

Requests for additional information regarding this procurement procedure shall be sent by e-mail to the following address **neg362022@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.