

Last update: 25 February 2014

Questions and Answers

Invitation to tender N° EMSA/NEG/04/2014 for 'Graphical Interface Design Consultancy Services for IMDatE'

Question 1 dated 18 February 2014 13:26

'Regarding EMSA/NEG/04/2014 for 'Graphical Interface Design Consultancy Services for IMDatE'

We have some enquiries:

- 1) *To include a Financial Proposal in the offer we should know:*

INTRA MUROS Estimation regarding man/day or number of fixed hours for each of the 3 profiles required:

- *Project Manager*
- *Web graphical Designer*
- *Web developer*

EXTRA MUROS Estimation regarding man/day or number of fixed hours for each of the 3 profiles required:

- *Project Manager*
- *Web graphical Designer*
- *Web developer'*

Answer **20 February 2014**

The tenderer should provide a proposal as regard to the implementation of the tasks listed in point 4 of the Tender specifications. The amount of man/days in order to execute these tasks should be indicated by the Tenderer in their proposal, as requested in Point 16 of the Tender Specifications which states that the tenderer should provide a "Work Breakdown Structure indicating the main activities and the assigned person-day effort per activity and allocated profiles for executing the work".

With regard to the above, Point 13 states: "One fixed price must be quoted for complete implementation of the contract for the 'Graphical Interface Design Consultancy Services for IMDatE GUI' and shall be all inclusive (e.g including meetings related costs and intellectual property rights). Please take in consideration that the meetings listed in Point 6 of the tender Specifications will be held at the EMSA premises.

Question 2 dated 18 February 2014 13:26

'Regarding Point 8. Estimated Value of the Contract in the Tender Specifications we would like to know:

The budget of € 15,000 is a fixed maximum budget, i.e. , if we indicate a higher price we are totally disqualified or is an estimated maximum budget, i.e. , if we indicated a higher budget than 15.000€ we would receive a lower score on the price criterion but we would continue with options for the award of the contract.'

Answer 20 February 2014

The budget of € 15,000 is a fixed maximum budget meaning that if the tenderer indicates in its tender a higher price than the maximum budget, the tender shall be rejected.

Question 3 dated 21 February 2014 19:31

On the tender specifications pag.7 paragraph 12 you state:

"Part B: all the information and documents required by the contracting authority for the appraisal of tenders on the basis of the Technical and professional capacity (part of the Selection Criteria) set out under point 15.1 of these specifications"

We are assuming that 15.1 reference is wrong and should be 15.4, is this correct?

Answer 25 February 2014

Yes it is correct, the Technical and professional capacity are set out under point 15.4 of the tender specifications. The clerical error has been corrected, and the updated Tender Specifications are available on the EMSA website.

Question 4 dated 21 February 2014 19:31

Regarding the 3 design scenarios to be presented in the design review by the project team, what must be included in each scenario? Will 1 mockup screen be considered sufficient for each scenario if it gives a clear idea of the revised interface? If not, how many?

Answer 25 February 2014

The number of mock-up screens depend of the details you put on it, but one (1) will probably not be enough as in Point 4.2 and Point 7 the Tender Specifications states the mock-up should give a "clear ideas of the revised interfaces".

The contractor will have to present at least a presentation of the main page plus an example of the most significant functionalities or family of functionalities of the interface. We do not ask to show the complete interface.



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Requests for additional information regarding this tender should be sent by e-mail to the following address **NEG042014@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 03/03/2014.

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

Version:2
