

## Procurement procedure: EMSA/NEG/25/2022

### Questions and Answers

Number	Question	Date and time	Reply	Date of publication
1	Dear Sirs. Regarding the reference procurement procedure we kindly ask EMSA additional time to prepare a proposal. Due to the holiday period we have big constraints to put together an proposal and obtain the necessary internal approvals until the 1st of august. An additional 1 week would be enough to allow us the necessary conditions to submit an proposal. Best regards	14/07/2022 18:50 GMT	Due to procurement and contractual planning, EMSA is not in the position to change the time limit for submission of tenders in this procedure.	20/07/2022
2	Dear EMSA team. Regarding the EMSA/NEG/25/2022 tender (Assistance in the definition of the business requirements, functional and technical specifications for the development of an EU Seafarers' Certification Platform), what is your procedure for asking questions? Is this via this email address? Kind regards	19/07/2022 16:13 GMT	As per point 8.A. of the Invitation to Tender of procedure EMSA/NEG/25/2022 (Annex C.03), and for the purpose of clarifying the procurement documents, tenderers may address their requests for information via the dedicated e-mail address <a href="mailto:NEG252022@emsa.europa.eu">NEG252022@emsa.europa.eu</a> .	20/07/2022
3	Dear all. Related to "Task 1", could you please clarify if it will be necessary any physical presence and/or presential meeting with the EU Members in order to collect the information on the existing seafarer's certification information systems? Can this information be obtained through remote meetings/tools? Regards	21/07/2022 20:20 GMT	There are no set requirements in relation to how the interactions with the EU Member States should be held for the performance of the activities under the future contract. Therefore, the tenderer shall decide on the most appropriate way to gather the information required under Task 1. The only reference to potential presential meetings is indicated in point 4 of the Tender Specifications. When defining the Price of their offer tenderers shall account for all costs related to the fulfilment of the contract, including all costs related to meetings	

			required for the execution of the tasks.	
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Requests for additional information regarding this procurement procedure shall be sent by e-mail to the following address **NEG252022@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 01/08/2022.

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