

Call for tenders' details

Title: Provision of Services in Support to the EMSA Academy

Start date: 28/04/2020

Time limit for receipt of tenders: 11/06/2020

Contracting authority: European Maritime Safety Agency

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	08/05/2020 15:45	12/05/2020 18:11	Financial Identification Form	In case of joint tender, please confirm that the Financial Identification Form will be presented only by Leader	12/05/2020 We confirm your understanding that in case of a joint tender, the Financial Identification Form is to be signed by the leader of the group which has been nominated to sign the contract in case of award.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
2	08/05/2020 15:45	12/05/2020 18:13	Regarding chapter 15.5.1. Tenderer's technical and professional capacity	Regarding chapter 15.5.1. Tenderer's technical and professional capacity, please confirm that in the case of a framework contracts, the whole framework (the sum of the subsequent contracts) will be counted as one project and not the each specific contract corresponding to assignments implemented under such framework contract.	12/05/2020 With regards to the reference to projects in 15.5.1, these are to be understood as different developments/assignments regardless if they were made under the same contract or under different other contracts. The tenderer however, shall substantiate the references and examples included in their offers by including in the offer the evidence as requested under section 15.5.1.2.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
3	08/05/2020 15:44	12/05/2020 18:16	Regarding chapter 10. Subcontracting	Regarding chapter 10. Subcontracting: "If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners it shall indicate in its offer which part will be subcontracted, as well as the name and qualifications of the subcontractor or partner. It should be noted that the overall responsibility for the work remains with the tenderer", please confirm that for meeting the minimum requirements for education and professional experience, freelancers are also accepted. Please also clarify what documents should be presented for freelancers?	12/05/2020 Freelancers are considered subcontractors. For the purpose of fulfilling the minimum capacity levels under the set Selection criteria for the technical and professional capacity, the combined efforts of the tenderer and the subcontractor(s) will be assessed. Therefore, the subcontractor(s) need to present the same qualifications as those described under section 15.5.2. of the Tender Specifications. The list of documents that the tenderer needs to submit for this Procurement Procedure are listed in the document "Tenderer's (Candidate's) Checklist"; among these is the "Statement of subcontracting / Joint offer (if applicable)". This document needs to be completed and supplemented by the appropriate documentation that would make possible to assess the selection criteria in the situation where subcontracting is used. Furthermore, when submitting an offer for this Procurement procedure, the tender that will involve subcontracting should include a letter of commitment by the declared subcontractor(s), proving that they will have their resources at the tenderer's disposal for the implementation of the contract.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
4	20/05/2020 11:26	25/05/2020 10:30	Question on chapter 15.5	<p>Dear Sir/Madam, we would like to ask following questions: 1) In chapter 15.5, point 15.5.2.2 a "summary of key skills (incl. professional certificates)" is required for each of the key technical and management persons. Should we understand the "Professional Certificates" as professional technical certifications (in for example: instructional design, HTML, flash, shooting...) obtained by the key person or does it refer to professional references, showing its professional experience in related projects and provided by current or previous employers? 2) In chapter 15.5, point 15.5.2.2 (note 10, at the bottom of the page), it is mentioned that the "level of languages shall be demonstrated either by a certification... or by the participation in international projects whereas the main working language was the language being evaluated". In the second case (Participation in international projects), would a letter from the Project Manager (or Project Leader), stating the language used, be considered as sufficient evidence? If not, what could it be?</p>	<p>25/05/2020</p> <p>Answer Question 1: With the term professional certification, we mean a designation or any type of certificate earned by the person to assure that the proposed profile has the skills needed for the provision of services. Completing the professional certification requirements typically entails passing an exam or any other kind of assessment that is administered by an accredited body. Professional references, showing professional experience in relation to projects, cannot be considered a professional certification. Answer Question 2: Participation in international projects can be demonstrated by means of a letter signed by the Project Manager (or Project Leader), stating the used language(s).</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
5	20/05/2020 19:16	25/05/2020 21:13	Tender Specifications, Moodle implementation	As stated in the tender specifications, section 1 “EMSA has recently started the implementation of Moodle, its new Learning and Content Management System (LCMS) which will be used to deliver MaKCs services to the beneficiaries”. Please confirm that Moodle implementation is out of the scope of the present contract	25/05/2020 The installation, configuration and customization of Moodle is outside the scope of this Tender. However, the previous experience in using Moodle is one of the prerequisites under section 15.5.1.1
6	22/05/2020 15:31	25/05/2020 21:39	extension of the deadline for submission of tenders	Given the importance and complexity of this procedure, the short deadline for the preparation of tenders and the fact that the technical and administrative requirements require further clarification, please accept the extension of the deadline for submission of tenders by at least 15 working days to give sufficient time to interested economic operators of this procedure to prepare the best and most competitive offers	25/05/2020 An extension would not be provided. The 50 days submission period is considered as a reasonable period for the preparation and submission of an offer for this Tender.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
7	25/05/2020 22:02	25/05/2020 22:16	Tender Specifications, Section 15.5.1.2. Evidence and 15.5.1.1. Standards / Prerequisites	<p>Since the requirements in section 15.5.1.1. Standards / Prerequisites are different from the requirements in Section 15.5.1.2. Evidence Please confirm how the technical capacity will be assessed/ evaluated:</p> <p>Scenario A: We have to provide maximum 4 projects that will cover all tasks listed in section 2.4 Scenario B: We have to provide maximum 4 projects that will cover all the experience mentioned in 15.5.1.1. Standards / Prerequisites in which we completed tasks similar to the ones listed in section 2.4 (but not ALL the tasks) Scenario C: We have to provide maximum 4 projects that will cover all the experience mentioned in 15.5.1.1. Standards / Prerequisites in which we completed ALL the tasks listed in section 2.4.</p>	<p>25/05/2020</p> <p>The section 15.5.1.1 sets the minimum capacity level which the tenderer needs to have in place in order to participate to this procedure, while section 15.5.1.2. lists the evidence which shall substantiate the respective capacity levels. The tenderer needs to have the experience as per 15.5.1.1 a) and b) and provide the evidence that can prove this experience as per 15.5.1.2. Therefore, as supporting evidence - the projects are to be minimum 3 and maximum 4, undertaken within the last 5 years, in the fields and subject matters as listed in 15.5.1.1, relevant to the tasks specified under 2.4 in the field of adult education, lifelong learning and program development and detailing the information as requested under section 15.5.1.2.</p>
8	25/05/2020 22:01	25/05/2020 22:18	Tender Specifications, Moodle implementation	<p>As stated in the Tender Specifications, Section 1: “Existing distance learning modules and course completion data will be migrated and made available to the concerned stakeholders” Please clarify if the migration mentioned in the above paragraph is in the scope of the current contract.</p>	<p>25/05/2020</p> <p>The migration of the data for the existing distance learning modules and courses is not being requested in this Tender.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
9	25/05/2020 21:57	25/05/2020 22:20	Tender Specifications, Section 15.5.1.1. Standards / Prerequisites	<p>The bidder's technical and professional capacity will be assessed on the basis of the following minimum capacity levels "a. Previous experience of at least five years working as or for non-formal and informal education organizations and institutions[...]" Please provide a description/definition for each of the two terms used in the requirement(non-formal respectively informal education). The approach envisioned by EMSA is a "new modular approach and for the transition from the existing training offer to the new structured and competency-based paradigm" as mentioned in section 2.2.2. New training approach thus we understand that the training will be done through a structured competency-based, curricular approach this being the non-formal education approach while references to informal education (which typically take place naturally and spontaneously as part of other trainee activities) are not present in the documentation.</p>	<p>25/05/2020 In Appendix II "Foundations of the EMSA Academy" the following document is referenced and included in the Bibliography: [5] Cedefop, Terminology of European education and training policy. Second edition: A selection of 130 key terms, Publications Office of the European Union, 2014. https://doi.org/10.2801/15877. This document provides the Terminology of the European education and training policy and includes the definition for the informal learning and non-formal learning.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
10	25/05/2020 21:56	25/05/2020 22:23	Tender Specifications, Section 15.5.1.2. Evidence	<p>"To prove their technical and professional capacity concerning the standards 'a' and 'b' mentioned above the tenderers shall provide the following proof together with their offer: a. Projects description of at least three (but no more than four) "Relevant Projects" (relevant to the tasks specified in point 2.4), undertaken within the last 5 years "</p> <p>Please confirm that a framework contract with multiple assignments (Specific Contracts, Request for Actions, Work Orders, etc) will be counted as one project or clarify.</p>	<p>25/05/2020</p> <p>Please refer to Question 2 and its Answer published on the 12/05/2020.</p>
11	26/05/2020 12:53	29/05/2020 14:45	Professional Capacity	<p>If it is impossible to present a CV that meets all the criteria defined for a given project role, is it possible to present two CVs that, when aggregated, fulfill all the requested requirements?</p>	<p>29/05/2020</p> <p>Unfortunately your proposed solution cannot be accepted. For the selection criteria section, including section 15.5.2.1 of the Tender Technical Specifications - the key technical and management persons that will be delivering the service will need as a minimum to satisfy cumulatively the minimum capacity levels that are indicated in this section for each profile. Therefore each resource proposed for each role needs to have on its own all required prerequisites – both educational and professional.</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
12	26/05/2020 12:42	29/05/2020 14:49	As per tender reference 15.5.2.1.5, tenderers are requested to submit as part of the delivering team a Maritime Training Expert (MTE)	Will the MTE be participating as sole Subject Matter Expert in the development on learning courses and programme foreseen as deliverables of this project, or will (s)he be assisted by EMSA dedicated SME(s) and thus acting as ad hoc support during the course/programme development phase?	29/05/2020 The Maritime Training Expert (MTE) shall be part of the contractor's team during the development phase of the course or programme and will have a specific role in the completion of a programme or course relevant to his/her education and professional experience (section 15.5.2.1.5). EMSA shall provide guidance during the project implementation; the rules of communication and exchange of information between EMSA and the members from the contractor's side will be established during the meetings that have been foreseen for the different phases of this project and can be found in section 4.
13	26/05/2020 12:41	29/05/2020 14:50	"Courses brokered on behalf of EMSA would normally cover innovative and exploratory topics which may not be envisaged at the time of the signature of this FWC"	Will off-the-shelf content be provided specifically to maritime domain technical/curricula skills or would it be more broadly related to corporate competences, IT and business skills?	29/05/2020 "Paragraph 2.4.3 is covering the requirements for Brokering a training course. The Courses brokered on behalf of EMSA would normally cover innovative and exploratory topics concerning technical maritime-related skills which have not being envisaged at the time the FWC was signed."

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
14	25/05/2020 22:06	29/05/2020 15:12	Profiles SME and MTE	Could you please clarify whether SMEs, whose specific technical knowledge is not covered by the MTE, will be sourced and contracted by the EMSA Academy within the budget for this project?	29/05/2020 For tasks being assigned through a specific contract, which might need the employment of additional SMEs, the contractor is responsible to find and employ the appropriate expertise that will be covered under the scope of that specific contract, and the costs shall be included in the budget of the respective specific contract and overall within the ceiling of the Framework Contract as announced in the published procurement documents.
15	25/05/2020 19:59	29/05/2020 15:14	Time limit for receipt of tenders or requests to participate	Due the complexity of the requirements and the aim to deliver a valuable answer, we would like to kindly ask EMSA a postponement of the time limit for receipt of tender.	29/05/2020 Please refer to Q 6 and its answer published on the 25th of May 2020 - an extension would not be provided. The 50 days submission period is considered as a reasonable period for the preparation and submission of an offer for this Tender.
16	28/05/2020 13:06	29/05/2020 18:58	15.6 Declaration of Honour	Shall the tenderers provide evidence concerning the exclusion situations described in points from (a), to (h) of the Declaration of Honour in this stage or when the project has been awarded, before signature of the contract?	29/05/2020 The supporting evidence has to be provided in accordance with section VI of the Declaration of Honour and shall be requested at the completion of the procedure from the successful tenderer.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
17	27/05/2020 18:35	29/05/2020 18:59	15.1. Legal position – means of proof required	Please confirm that the Legal Entity Form will be submitted by the group leader and partners, but not by subcontractors.	29/05/2020 Indeed the Legal Entity Forms are for the tenderers (group representative for groups). The subcontractors as declared by the tenderer in the Statement of subcontracting need to submit the DoH.
18	01/06/2020 11:08	04/06/2020 17:38	Request clarification	We kindly ask you to confirm that PRICE1 has to be intended as the total price for developing the Academy manual and handbook as a whole, while PRICE2 is the total price for the design and development of each one of the curricula that will be tasked to the contractor.	04/06/2020 In section "13. Price" of the Tender Specifications the prices for the "Provision of services in support to the EMSA Academy" are listed. Therefore, Price 1 is for the development of the EMSA Academy Manual and Handbook and Price 2 is the price for the design of a single standard scenario for the design and development of a curriculum and not the total price of possible scenarios/curricula which might be ordered. For more information refer also to Appendix VII under section b).

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
19	01/06/2020 12:35	04/06/2020 17:40	15.4. and 15.5.	Shall subcontractors provide evidence regarding economic and financial capacity as well as technical capacity?	04/06/2020 The statement of subcontracting needs to be completed by the Tenderers and in this statement, reference shall be made to the respective selection criteria for which the subcontractor(s)' resources are used as to fulfill the minimum capacity levels (e.g. Economic and financial, technical and professional capacity). The tenderer shall provide in its offer the supporting documentation for both tenderers/ group partners and subcontractors which would make possible to assess fulfillment of the prerequisites for the selection criteria for which the subcontractor puts its resources at the disposal of the tenderer(s). Furthermore - a letter of intent should be included as to prove that the subcontractor's resources shall be available at the tenderer's disposal for future contract implementation. For more information refer also to sections 10 and 15 TS.

Generated on the 24/04/2024 00:38:12 - Generation time 13 ms