European Medicines Agency
Administration

London, 6 December 2007
Doc. Ref.: EMEA/580389/2007

	Question/Comment	Answer
1.	I note that the closing date for tender responses is the 8th January 2008 but a decision will not be made until the 10th March 2008. You also state that a Letter of Authority will be provided to brokers tendering.	We fully appreciate the urgency of the tender process with regard the provision of response. We do however feel that there are sufficient working days excluding public holidays to allow responses to be formulated. We would indeed like to extend this deadline for response past the 8th of January 2008, but we are unfortunately unable to do so due to the constraints of the Public Procurement Rules under which this process has to be undertaken.
	Insurers will not release claims information until five days after they have received the Letter of Authority. Allowing for Christmas as well I think it will be very difficult for brokers to respond within the timescales you have indicated. In addition, insurers will only generally keep bids/quotations open for a maximum period of 60 days - some will only do so for 30 days. This would mean that EMEA/brokers would have to confirm that terms put forward by insurers still stand and if there has been any deterioration in your claims history during that time bids/quotations could be withdrawn and new bids/quotations put forward.	The EMEA understands and is aware that any indicative quotes and terms may be subject to variance between the initial indication received on the 8th of January 2008 and the subsequent placing of the covers on the 1st April 2008. The tender documentation clearly indicates that the EMEA understands that the terms or price of any covers may change due to changes in material fact or market conditions outside your control and allows for the chosen broker to immediately indicate and advise on such changes prior to the EMEA's renewal.
2.	I'm also not sure whether the Letter of Authority is necessary given that you have included this information within the tender Specification - albeit I have not been able to open any of the Appendices included in your document.	A letter of Authority will be provided to all brokers who wish to participate in the tender process, and this will be provided to you upon your confirmation that you wish to provide a response. This will be sent by First class mail or can be collected should you wish to undertake a site visit. These are currently being arranged in the week from 10th to 14th of December. A claims history prepared by the EMEA is included in the documentation as are copies of the existing policy documents and Schedules. This we believe should be sufficient at this stage of the process to provide indications and obtain terms from insurers. The letter does however allow you to seek confirmed claims histories, renewal terms and any other information you may require from our existing insurers should you need this.

7 Westferry Circus, Canary Wharf, London, E14 4HB, UK
Tel. (44-20) 74 18 84 00   Fax (44-20) 74 18 85 94
E-mail: mail@emea.europa.eu   http://www.emea.europa.eu

		We understand from our web site publishers that there was an issue over the embedded documents not being viewable within the tender document and technical specification itself. We have been assured that this issue has now been resolved and would therefore ask you to download the documentation again as the issue should now be resolved. If however you still encounter problems with the documentation please contact us again.
3.	You refer to the appointment of brokers but it would seem that in addition you require costed proposals from us for the insurance programme. Is this correct?	You are correct that the EMEA does require a fully costed proposal based upon your organisations best professional advice and recommendation following your investigation of the needs of the EMEA.

Document History:

Date:	Description:
06/12/2007	Original: Questions 1-3