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# Questions and answers relating to banking service- EMA/2012/01/FI-AC

## Table of contents



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## Questions and answers

| No. | Question | Answer |
|---|---|---|
| 01 | Can we have sight of EMA's annual accounts financial year 2011? | The Draft 2011 Annual Accounts have been finalised by the statutory deadlines in accordance with Art.83 of the Agency's Financial Regulation. |
| 02 | Can we have sight of EMA's constitutional documents? | Please see the link to 2010 Annual Accounts. |
| 03 | Will the 3 GBP accounts and 4 Euro accounts hold relatively similar balances or act very differently to one another? | No. There will one main Account for the GBP and two main accounts for the EURO, for payments and receipts purpose with running balances reflecting daily receipts and payments requirement. Others are supplementary accounts for a specific purpose with a nominal balances and transactions. |
| 04 | The Tender mentions "payments will be made in GBP, EUR and other currencies" can you tell us what are the other currencies apart from EUR and GBP? | Please find the international currency code for non-EURO payments currency: BGN, CZK, CZK, DKK, HUF, HRK, LVL, LTL & PLN.<br>The non- GBP, Non-Euro Currency payments are low. Please see question 15.2 below. |
| 05 | The Tender mentions delivery to a business address is this a UK address? | Yes. |
| 06 | It is not particularly clear what the breakup of currency with be GBP to EUR e.g. 50:50, the tender only quotes €50m. Are you able to provide more detailed information? | 80% Euro, 20% GBP. |
| 07 | Is there a counterparty limit in place? It mentions "Investment of EMA's surplus funds and currency conversion a requirement is subject to a best bid from money market traders." Is this in excess of the €50m? | There is no counter-party limit. This reflects total likely balances. |
| 08 | What is the likely draw down on the funds - Will it decrease steadily over the | A minimum of three times a month, a steady requirement. |

| No. | Question | Answer |
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| | course of 12 months? | |
| 09 | Will there be seasonal peaks/troughs on the balances held? | Yes, Peaks June to Nove/trough from November to February, reducing to around €30Mill. |
| 10 | The Tender mentions "a hedging facility for approx. £100m annually" can you provide further information in relation to the actual trade(s) e.g. value(s), term(s)? | Around £5 to £10 on a month requirement, on a SPOT or forward contracts base. |
| 11 | Please can you advise more details about the payments that are made to outside of the UK? SEPA has been mentioned and also non SEPA, can you advise currency and numbers of Non SEPA payments please? | Please see question 4 above. Numbers of such payment please see point 8 on page 5 of the specification document. |
| 12 | Relating to the payment types in the UK and Overseas, are they all supplier payments or are they for Payroll, Tax, Direct Debits etc ? | 99% to suppliers. Less than 5 Direct Debits a month. |
| 13 | The Non SEPA payments are these made as International Payments from the UK presently or do you utilise in country accounts for disbursement? | From UK only. |
| 14 | Regarding point 3 "Subject of Tender" - 'Credit Cards for about 10 Business users' : | : |
| 14.1 | Please confirm the existing and estimated annual spend through the Credit Card programme? If available, could you please confirm the percentage split; Domestic (UK) vs. Overseas spend? | £50,000<br>80% in the UK |
| 14.2 | Within which spend/procurement categories will the cards be used? | Hotels, travels. |
| 14.3 | Would you please confirm the departments or types of business users who will be authorised to use the EMA credit cards? | Officials' in-charge of conference services |
| 15 | Can you advise for the 500 foreign payments a year you make the following information: | |
| 15.1 | What currencies you pay away in? | Please see the list of currencies at point 4 above |

| No. | Question | Answer |
|---|---|---|
| 15.2 | The value of these pa | The value of these per annum is €1 Million in total, approximately. |
| 15.3 | The currency against which the FX is booked? | For all types of non-euro currency payment the counter currency is EURO only. |
| 16 | In relation to the required hedging facility are you able to confirm if this facility will be covered by an EU guarantee for any outstanding liabilities? | Yes. |
| 17 | We have had the T&C's reviewed by our legal team and where they have highlighted a number of areas for review, amendment or further discussion. Would it be appropriate to provide sight of their comments and observations at this stage or will it be acceptable to enclose them as part of our submission? | It will be acceptable to submit your points regarding Terms and Condition of the "Draft Contract" with the tender submission.<br><br>However please note that tenderers must confirm acceptance of the draft contract and terms and conditions of the tender as part of their tender response as described in paragraph 7 of the letter of invitation and also in the Invitation to Tender document. We have indicated that the draft contract may be updated to include any statutory or regulatory provisions applicable to the provision of the services. Any other terms and conditions of the draft framework contract are not open for negotiation. |
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## Document history

| Version | Who | When | What |
|---|---|---|---|
| 0.1 | Jagdish Parmar | 12/07/2012 | Points 01 to 15.03 published on 13/07/2012. |
| 0.2 | Jagdish Parmar | 25/07/2012 | Added point 16 & 17 |
| 0.3 | | | |
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