

To whom it may concern,

First of all thank you very much for your interest on the Geophysical and Geotechnical Client Representative Tender - **Anúncio de procedimento n.º 3147/2025** - *Aquisição de serviços de Representantes de Cliente para Campanhas de Mar de Geofísica e Geotecnia*

Due to Portuguese Regulation, all contacts between potential Bidders and IPMA, namely members of the Evaluation panels, should not take place directly. All contacts must go through the AnoGov platform

(link: <https://anogov.com/home/en/home-english/>)

Nevertheless, some detailed information regarding the procedure is provided.

- a) The tender documents are online on the AnoGov electronic procurement platform.
- b) To submit a proposal companies must register on the AnoGov platform and go through a series of procedures.
- c) Access to the tender documents does not require registration on the platform and is free of charge.

Below we provide a step-by-step procedure on how to get access to the tender documents.

- 1 – Go to the AnoGov website (see link provided above), and chose English in the upper right corner;
- 2- Press the “*contracting authorities list*” option;
- 3- Search by “*Instituto Português do Mar e da Atmosfera*”;
- 4- Then, click on the link - ***Instituto Português do Mar e da Atmosfera, I.P.***
- 5- Press the option “*Procedures*” on the left;
- 6- Click on the link with the name of the procedure “*Aquisição de serviços de Representantes de Cliente para Campanhas de Mar de Geofísica e Geotecnia*”
- 7- Go to the tab “*Documents*”;
- 8- Click on the link “*Peças do procedimento concursal*”;
- 9- A Java link is downloaded. Please run Java;
- 10- A window downloading the documents will appear. Wait some moments and a new window will open allowing the choice of folder location to download the files.

Bidders can find general information about public tender rules in Portugal here:

<https://eportugal.gov.pt/en/cidadaos-europeus-viajar-viver-e-fazer-negocios-em-portugal/participacao-em-contratos-publicos>

Kind regards,

IPMA – Instituto Português do Mar e da Atmosfera, I.P.