

Invitation to tender
procurement procedure N° EMSA/NEG/28/2014
for "Supply of emergency plans in EMSA Headquarters"

<p>Subject & requirements</p>	<p>The objective of this procurement is the supply of updated emergency plans to replace the existing emergency plans in all floors, Conference Centre and on the meeting rooms' walls.</p> <p><u>Description of items:</u></p> <ul style="list-style-type: none"> • Emergency plans to be fixed on corridors walls and meeting rooms total of: 53 landscape orientation, in line with NP 4386, material photoluminescent • Plans to indicate the outside meeting point: 60 units, landscape orientation, A4 size, material photoluminescent. • 10 units of special glue <p>For the production of emergency plans the tenderer is responsible to <u>update</u> the existing plans according to NP 4386.</p> <p>All updated plans should be delivered also in electronic version in ready to use AutoCAD format.</p> <p>The tenderers must complete the Annex I with the net unit price and the net total price.</p> <p>The tenderer has to fill in the table in Annex II "Photoluminescent properties of the emergency plans"</p>
<p>Deadline to submit bid</p>	<p>16/06/2014; 16:00 Lisbon time</p>
<p>Manner of submission bid</p>	<p>By email: NEG282014@emsa.europa.eu</p>
<p>Max value contract</p>	<p>5000 Euro excluding VAT</p>
<p>Type of contract</p>	<p>Purchase Order</p>
<p>Duration contract</p>	<p>The delivery should be completed within 30 days from EMSA's signature of the Purchase Order.</p>
<p>Contract management responsible body</p>	<p>Unit A.2.3, in charge of Facility and Logistics</p> <p>Contact person: Joao Cunha</p>
<p>Contact</p>	<p>NEG282014@emsa.europa.eu</p> <p>Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.</p>

Selection criteria Technical and professional capacity	<p>1. Requirement: The tenderer should be registered in the Portuguese Authority of National Civil Protection (<i>ANPC - Autoridade Nacional de Protecção Civil</i>), in accordance with the Portuguese applicable legislation (Decree -Law nº 220/2008 of 12 November 2008 and Portaria n.º 773/2009 of 21 July 2009). The tenderer should provide proof of registration.</p> <p>2. Requirement: The emergency plans proposed by the tenderer should have the minimum requirements stated in Annex II (Photoluminescent properties of the emergency plans), in accordance with the Portuguese applicable legislation (Decree -Law nº 220/2008 of 12 November 2008; Portaria n.º 1532/2008 of 29 December 2008; and NP 4386).</p>
Award criteria	<p>Best price for quality (weightings)</p> <p>1. Quality criterion 1 ($W_1 = 50\%$), quality of proposed emergency plans:</p> <ul style="list-style-type: none"> - the minimum characteristic is presented in the table in Annex II - the better luminescence characteristic, longer light visibility, the more points will be attributed, based on the table in Annex II. <p style="text-align: center;">and the price criterion and associated weighting:</p> <p>2. Price of the bid ($W_{Price} = 50\%$) – Grand Net Total as in Annex I- Description of materials (all cost inclusive)</p>
Validity of the bid until:	31/12/2014
Signature and date Manuela Tomassini Head of Department Corporate Services	 <p style="text-align: right;">03 JUN 2014</p>
<p>Please consult the following documents while preparing your tender:</p> <ul style="list-style-type: none"> • <i>Low-Value Procurement Procedure – Tendering Conditions</i> • <i>Purchase Order</i> • <i>Tenderers checklist</i> • <i>Statement subcontracting/joint offer</i> • <i>LEF and BAF</i> <p>Available at: http://www.emsa.europa.eu/work/procurement/calls.html</p>	