


**Invitation to tender**

**procurement procedure N° EMSA/NEG/25/2014**

**for the provision of 5 new city model bicycles and related maintenance services**

<b>Subject &amp; requirements</b>	<p>The scope of this tender is the provision of 5 new city model bicycles and as well as their related maintenance. The contractor shall also be expected to print the EMSA logo on the purchased bicycles and provide the accessories listed in Annex 1. Please see Annex 1 for more detailed requirements.</p> <p>In addition to the Annex, the tenderers are requested to submit a photograph of the proposed model together with the bid. Any additional information beyond Annex 1 should be specified in the bid.</p> <p>Regarding the maintenance services, the tenderer is requested to provide both an annual preventative maintenance package for the 5 bicycles as well as corrective maintenance services should a specific need arise.</p> <p>The price offer must include transport costs and costs related to fixing the logo of the Agency on all the bicycles.</p>
<b>Deadline to submit bid</b>	<b>Monday, 07th July 2014, 17:00h</b>
<b>Manner of submission of bid</b>	By email: <a href="mailto:NEG252014@emsa.europa.eu">NEG252014@emsa.europa.eu</a>
<b>Max value contract</b>	2,000 Euro excluding VAT
<b>Type of contract</b>	Framework Service Contract
<b>Duration contract</b>	The Framework Service Contract shall have a duration of 48 months.
<b>Contract management responsible body</b>	Unit A.2.3, in charge of Facility and Logistics Contact person: Mr Joao Cunha
<b>Contact</b>	<a href="mailto:NEG252014@emsa.europa.eu">NEG252014@emsa.europa.eu</a>
<b>Exclusion Criteria</b>	Declaration on Honour
<b>Selection Criteria</b>	It should be noted that as a minimum, the tenderers should offer a city model fulfilling all the minimum specifications of the bicycles listed in Annex 1.
<b>Award criteria</b>	<p>Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.</p> <p>The contract will be awarded to the tenderer who submits the most economically advantageous bid (the one with highest score) based on the following quality criteria and their associated weightings:</p> <ol style="list-style-type: none"> <li>1. Quality criterion 1 – Implementation methodology for maintenance (<math>W_1 = 30\%</math>),</li> </ol> <p>and the price criterion and associated weighting:</p> <ol style="list-style-type: none"> <li>2. Price of the bid based on the following scenario: (<math>W_{\text{Price}} = 70\%</math>)</li> </ol>

	<p>Price for the purchase of 5 new city model bicycles + price for the annual maintenance of all 5 bicycles + price per man hour.</p> <p>For all bids evaluators will give marks between 0-10 (half points are possible) for each quality criterion.</p> <p>The score is calculated as</p> $S = SQ + SP$ <p>where:</p> <p>The average quality for quality criterion i is</p> $Q_i = \frac{1}{\text{number of evaluators}} * \sum_{\text{evaluator}} \text{mark of the evaluator for quality criterion i}$ <p>The overall weighted quality is</p> $Q = \sum_i Q_i * W_i$ <p>The score for quality is</p> $SQ = \frac{Q}{Q \text{ of the bid with highest } Q} * 100 * \sum_i W_i$ <p>The score for price is</p> $PP = \sum_i \frac{\text{lowest Price}_i \text{ of all bids}}{\text{Price}_i} * 100 * W_{\text{Price}_i}$ <p>Only bids that have reached a minimum of 60 % for <math>Q_1</math>, will be taken into consideration when calculating the score for quality SQ, score for price SP and score S.</p> <p>Only bids that have reached a minimum of 60 % for the score S will be taken into consideration for awarding the contract.</p>
<b>Validity of the bid until:</b>	<b>31/12/2014</b>
<b>Signature and date</b> Manuela Tomassini Head of Department Corporate Services	 24 JUN. 2014
<p>Please consult the following documents while preparing your tender:</p> <ul style="list-style-type: none"> <li>• <i>Low-Value Procurement Procedure – Tendering Conditions</i></li> <li>• <i>Framework Service Contract</i></li> <li>• <i>Tenderers checklist</i></li> <li>• <i>Statement subcontracting/joint offer</i></li> <li>• <i>LEF and BAF</i></li> <li>• <i>Declaration on Honour</i></li> </ul> <p>Available at: <a href="http://www.emsa.europa.eu/work/procurement/calls.html">http://www.emsa.europa.eu/work/procurement/calls.html</a></p>	