


Invitation to tender
procurement procedure N° EMSA/NEG/55/2014
for dinner service during the 40th Administrative Board Meeting

Subject & requirements	<p>The European Maritime Safety Agency (EMSA) is launching an invitation to tender for a dinner service in a restaurant in the Lisbon area. The objective of this tender is to conclude a purchase order for the provision of a dinner for an estimated number of 60 persons.</p> <p>The dinner, addressed to the EMSA Administrative Board Members, will be held on November 13th, 2014 between 19:15 and 23:30.</p> <p>The contractor shall provide for each person:</p> <ul style="list-style-type: none"> • 1 Welcome drink • 1 Starter (minimum 3 options to choose from Fish/Meat/Vegetarian) • 1 Main Course (minimum 3 options to choose from Fish/Meat/Vegetarian) • 1 Desert (minimum 3 options to choose from) <p>In addition, mineral water, red/white wine and coffee shall be included.</p> <p>Description of service:</p> <p>Guests will be arriving at the venue as of 19:15 to start with the welcome drink and the dinner is expected to kick-off at 20:00 and to end by 23:30.</p> <p>The final number of attendance, table setup and the menu dishes will be confirmed prior to the event.</p> <p>A restaurant in a nice location with a view, pleasant surroundings and easy parking access would be preferred.</p>
Deadline to submit bid	24/10/2014 12:00 Lisbon time
Manner of submission bid	<p>By email: neg552014@emsa.europa.eu</p> <p>In whichever form the bid is submitted, the following address should be used:</p> <p>European Maritime Safety Agency Sharif AbuGhazaleh Praça Europa 4 1249-206 Lisbon Portugal</p>
Max value contract	3,000 Euro excluding VAT The tenderers shall provide price per person.
Type of contract	Purchase Order

Duration contract	Execution on 13/11/2014
Contract management responsible body	Unit A.1.2, in charge of Mission and Event Support Contact person: Sharif AbuGhazaleh
Contact	Neg552014@emsa.europa.eu
Award criteria	<p>Best price for quality (weightings)</p> <ol style="list-style-type: none"> 1. Quality criterion 1 ($W_1 = 50\%$), Quality of the proposed menu and drinks based on the provided description and specification. Restaurant location, view and easy access. and the price criterion and associated weighting: 2. Price of the bid (price per person) ($W_{price} = 50\%$).
Validity of the bid until:	31/12/2014
Signature and date: Manuela Tomassini Head of Department Corporate Services	 Manuela Tomassini 13/10/14
Please consult the following documents while preparing your tender: <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> Available at: http://www.emsa.europa.eu/work/procurement/calls.html	