



Invitation to tender
procurement procedure N° EMSA/NEG/60/2014
for “Provision of 10 electric height adjustable office desks, 10 compatible PC holders, 14 seated office desks & 3 rolling cabinets”

Subject & requirements	<p>The European Maritime Safety Agency (EMSA) is launching an invitation to tender for the “Provision of 10 electric height adjustable office desks, 10 compatible PC holders, 14 seated office desks & 3 rolling cabinets”.</p> <p>The tenderers are requested to read the below and complete Appendices 1 & 2 and submit them together with their bid.</p> <p>The required furniture is as follows:</p> <p>1) Electric Height adjustable office desks and compatible PC holders:</p> <p>The requested ergonomic furniture, with a push of a button, should move from sitting to standing and heights in between. Additionally, the tenderers are required to provide PC holders that can be placed under the electric height adjustable tables.</p> <p>The bidders are furthermore requested to provide an all-inclusive warranty of a minimum of 8 years on the frame, 5 for the laminated top and 2 years for the motor, controller, switch, electronics and mechanisms.</p> <p>2) Seated office desks:</p> <p>The requested ergonomic furniture is outlined in detail in Appendix 1 and the bidders are furthermore requested to provide an all-inclusive warranty of a minimum of 8 years on the frame and 5 years for the laminated top.</p> <p>3) Rolling cabinets:</p> <p>Finally, the specifications are outlined in Appendix 1 and the bidders are furthermore requested to provide an all-inclusive warranty of a minimum of 8 years on the structure.</p> <p>The tenderer shall ensure that tasks including transportation and installation are carried out without detriment to the general functioning of EMSA services and shall be responsible for any damage caused to the existing furniture.</p> <p>The price offer must include all items and materials used, works and arrangements proposed, as well as the costs of transport and assembly.</p>
Deadline to submit bid	12/11/2014, 17:00 (Lisbon time)
Manner of submission bid	By email: NEG602014@emsa.europa.eu
Max value contract	14,000 Euro excluding VAT
Type of contract	Purchase Order
Duration contract	The delivery and assembly shall be completed at the very latest within 60 days

	from the signature of the Purchase Order by the last contracting party. The exact date of the delivery and assembly shall be pre-agreed by both parties.
Contract management responsible body	Unit A.2.3, in charge of Facility & Logistics Contact person: Joao Cunha
Contact	NEG602014@emsa.europa.eu
Selection criteria Technical and professional capacity	Requirements: The requested furniture and rolling cabinets should comply with the ISO 14001 standards. Additionally, for the electric adjustable tables and seated tables, they are requested to comply with the EN 527 Norm. Evidence: The tenderers should submit the ISO 14001 certification as well as EN527 certification for the electric adjustable and seated tables.
Award criteria	The contract will be awarded to the tenderer that offers the lowest price in Appendix 2.
Validity of the bid until:	30/04/2015
Signature and date Manuela Tomassini  Head of Department Corporate Services	 30/10/14
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	