

Tender Specifications

attached to the Invitation to tender

Invitation to tender N° EMSA/NEG/59/2014 for the “Provision of a parking signalisation system for EMSA & EMCDDA’s underground parking”

1. Introduction

The European Maritime Safety Agency (EMSA) was established under Regulation 1406/2002/EC of the European Parliament and of the Council to contribute to the enhancement of European maritime safety.

2. Objective, scope and description of the contract

The objective of this tender is the provision of a parking signalisation system for the underground parking exclusively used by EMSA & EMCDDA staff. This underground parking is located in Lisbon Portugal at Praça Europa at Cais do Sodre, has a common entrance and circulation areas and has in total 162 parking spaces 101 indicators for EMSA and 61 indicators for EMCDDA.

2.1. General description of the underground parking:

Each Agency exclusively manages its own parking area (see **Appendix 1** for the layout of the underground parking and the distribution of the parking lots per Agency).

2.2 Description of the parking signalisation system

The proposed signalisation is expected to optimise the occupation, increase the performance of the car park and improve the traffic inside the parking by:

- Displaying in real time, on 2 separate informative panels (one panel per Agency), the number of free parking spaces to staff entering the underground area. It should be noted that these display panels shall be placed at the entrance of the underground parking and the tenderer is expected to prepare a sign with the Agency’s logo that shall be placed above the display panel;
- Direct staff towards the respective areas of the Agencies where the free parking spaces can be found. It is anticipated to use a minimum of 5 direction displays in the area of EMSA and 6 direction displays in the area of EMCDDA;
- Signal with the help of sensors, available parking spaces;
- Offer 1 central unit for the 2 areas capable to run each area separately;
- Produce reports and statistics upon demand.

In addition, following the installation of the equipment, the contractor shall provide appropriate training to the authorised staff members.

The Agency has identified a list of mandatory minimum equipment necessary for the installation of the signalisation of the underground parking. The tenderers are requested to complete the **Appendix 2** and indicate the prices per item and add material if deemed necessary. Contractors may offer an alternative technical solution or equipment as indicated in Appendix 2 as long as it complies with the functionality described in this paragraph.

2.3 Delivery and installation timeframes:

2.3.1 Delivery timeframes:

It is expected that the contractor shall deliver all the material to the centralised point which shall be agreed upon, at the latest, during the kick-off meeting. All deliveries shall be made outside the daily core office hours of EMSA, i.e. Monday to Friday, after 17.30 and before 08.00 or during weekends and EMSA holidays (see **Appendix 3**).

Deliveries must be free of additional charge, as the price for the delivery of the signalisation system must be included in the total price of the bid.

Delivery receipt including all the equipment should be provided to the authorised EMSA staff member (The name of the staff member shall be communicated to the contractor at the kick-off meeting).

2.3.2 Installation timeframe:

It is expected that the contractor installs the local central unit in the office of the security guard in the underground parking (see **Appendix 1**) within a maximum period of 60 calendar days from the date of signature of the Purchase Order by the last contracting party, outside office hours (i.e. Monday to Friday from 17.30 to 08.00) and during week-ends and EMSA holidays.

2.4. Technical Team:

The technical team responsible for the delivery and installation of the signalisation system must be fully covered by an appropriate insurance scheme.

2 days prior to the agreed date of delivery, the contractor shall send to the authorised EMSA Staff member, the copy of the identification cards as well as the insurance certificates of its technical team.

2.5 Return policy:

The tenderer should present its refund and/or return policy for faulty or damaged items within their bid.

2.6 Warranty

The tenderer shall warrant the functioning of the supplies for at least two years. If the tenderer can provide a warranty for a longer period this will be considered an advantage of the bid and must be specified in the technical offer.

3. Contract management responsible body.

The European Maritime Safety Agency – Unit A.2.3, in charge of the Facility & Logistics Sector will be responsible for managing the contract.

4. Project Planning

Following the signature of the Purchase Order, EMSA shall schedule a kick-off meeting within a maximum of 5 working days from the signature of the Purchase Order by the last contracting party.

During this kick-off meeting, both contracting parties shall set precise dates for the delivery and installation of the material in accordance with the Art. 2.3.1 and Art 2.3.2 of the Tender Specifications.

5. Signature of the Purchase Order and Kick-off meeting

The estimated date for signature of the contract is early December 2014.

6. Estimated Value of the Contract

The maximum budget available for this contract is of 29,000.00 Euro excluding VAT.

7. Terms of payment

Payment will be made in accordance with the provisions of the Purchase Order available in the Procurement Section under the call to tender EMSA/NEG/59/2014 on the EMSA website at the following address: www.emsa.europa.eu

8. Terms of Purchase Order

In drawing up a bid, the tenderer should bear in mind the terms of the draft Purchase Order.

EMSA may, before the contract is signed, either abandon the procurement or cancel the award procedure without the tenderers being entitled to claim any compensation.

9. Subcontracting

If the tenderer intends to either sub contract part of the work or realise the work in co-operation with other partners he shall indicate in his offer which part will be subcontracted, as well as the name and qualifications of the subcontractor or partner. (NB: overall responsibility for the work remains with the tenderer).

10. Requirements as to the tender

Bids can be submitted in any of the official languages of the EU. The working language of the Agency is English. Bids must include an English version of the documents requested under point 13.4 & 14 of the present tender specifications.

The tenderer shall complete Tenderer's checklist.

If the tenderer intends to either sub contract part of the work or realise the work in co-operation with other partners (Join Offers) he shall indicate in his offer by completion of the form – Information regarding joint offers and subcontracting.

The tender must be presented as follows and must include:

Signed cover letter indicating the name and position of the person authorised to sign the contract/Purchase Order and the bank account on which payments are to be made.

Financial Form completed, signed and stamped; available on the Procurement Section (Financial Form) on the EMSA Website at the following address: www.emsa.europa.eu

Legal Entity Form completed, signed and stamped and requested accompanying documentation, available on the Procurement Section (Legal Entity Form) on the EMSA Website at the following address: www.emsa.europa.eu

Tenderers are exempt from submitting the Legal Entity Form and Financial Form requested if such a form has already been completed and sent either to EMSA or any EU Institution previously. In this case the tenderer should simply indicate on the cover letter the bank account number to be used for any payment in case of award.

Part A: all the information and documents required by the contracting authority for the appraisal of tenders on the basis of the points **9, 12, 13.2, 13.3** of these specifications (**Exclusion criteria**)

Part B: all the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Technical and professional capacity** (part of the Selection Criteria) set out under point **13.4** of these specifications.

Part C: all the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Award Criteria** set out under point **14** of these specifications;

Part D: setting out **prices** in accordance with **point 11** of these specifications.

11. Price

- Price must be quoted for “**Provision of a parking signalisation system for EMSA & EMCDDA's underground parking**” and shall include:
 - cost for all the mandatory minimum equipment as identified in **Appendix 2**;
 - all necessary materials, potential material surplus and all means deemed necessary for execution of the tasks;
 - the associated costs of transportation in and out of the building;
 - finishing works and materials;
 - cleaning of the premises and removal of work related rubbish;
 - all labour involved
 - appropriate training to be provided to authorised staff to operate the system.
- Prices must be fixed amounts and are non revisable.
- Prices must be quoted in euro.
- Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Communities, the latter is exempt from all duties, taxes and other charges, including VAT. This applies to EMSA pursuant to the Regulation 1406/2002/EC. Therefore price and the amount of VAT must be shown separately.

12. Joint Offer

Groupings, irrespective of their legal form, may submit bids. Tenderers may, after forming a grouping, submit a joint bid on condition that it complies with the rules of competition. Such groupings (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid.

Each member of the consortium must provide the required evidence for the exclusion and selection criteria. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

If awarded, the contract will be signed by the person authorised by all members of the consortium. Tenders from consortiums of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member or group.

13. Information concerning the personal situation of the service provider and information and formalities necessary for the evaluation of the minimum technical and professional capacity required

13.1. Legal position – means of proof required

When submitting their bid, tenderers are requested to complete and enclose the **Legal Entity Form** available on the Procurement Section on the EMSA Website at the following address: www.emsa.europa.eu.

13.2. Grounds for exclusion – Exclusion criteria

To be eligible to participate in this contract award procedure, tenderers must not be in any of the following exclusion grounds:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

- (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

13.3. Evidence to be provided by the tenderers

For this purpose the Declaration on Honour available on the Procurement Section on the EMSA Website (www.emsa.europa.eu) shall be completed and signed.

13.4. Technical and professional capacity – Selection criteria

Requirements:

Experience in installing and operating signalisation systems in similar premises.

Evidence:

- List of similar projects performed during the last 3 years

14. Award criteria

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

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:

1. Quality criterion 1 – Installation timeframes (the maximum installation timeframe is 60 calendar days from the signature of the Purchase Order. Bids proposing a shorter installation timeframe shall receive more points) ($W_1 = 30\%$),
2. Quality criterion 2 - Warranty (i.e. longer warranties will receive more points ($W_2 = 15\%$),
3. Quality criterion 3 – Proposed training methodology including number of training hours ($W_3 = 5\%$),

and the price criterion and associated weighting:

4. Price of the bid ($W_{Price} = 50\%$).

For all bids evaluators will give marks between 0-10 (half points are possible) for each quality criterion.

The score is calculated as

$$S = SQ + SP$$

where:

The average quality for quality criterion i is

$$Q_i = \frac{1}{\text{number of evaluators}} * \sum_{\text{evaluator}} \text{mark of the evaluator for quality criterion } i$$

The overall weighted quality is

$$Q = \sum_i Q_i * W_i$$

The score for quality is

$$SQ = \frac{Q}{Q \text{ of the bid with highest } Q} * 100 * \sum_i W_i$$

The score for price is

$$PP = \sum_i \frac{\text{lowest Price}_i \text{ of all bids}}{\text{Price}_i} * 100 * W_{\text{Price}_i}$$

Only bids that have reached a minimum of 60% for Q_1 , a minimum of 60% for Q_2 , will be taken into consideration when calculating the score for quality SQ , score for price SP and score S .

Only bids that have reached a minimum of 60% for the score S will be taken into consideration for awarding the contract.

15. Contracts will not be awarded to tenderers who during the procurement procedure:

- (a) are subject to a conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

16. False declarations

Without prejudice to the application of penalties laid down in the contract, tenderers and contractors who have been guilty of making false declarations concerning situations referred to in points 12 and 13 above or have been found to have seriously failed to meet their contractual obligations in an earlier procurement procedure or grant shall be subject to administrative and financial penalties set out in Article 145 of Commission Delegated Regulation of 29.10.2012 on the rules of application of Regulation (EU) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

18. Intellectual Property Right (IPR)

Please consult the contract for IPR related clauses.

If the results are not fully created for the purpose of the contract this should be clearly pointed out by the tenderer in the tender. Information should be provided about the scope of pre-existing rights, their source and when and how the rights have been or will be acquired.

In the tender all quotations or information originating from other sources and to which third parties may claim rights have to be clearly marked (source publication including date and place, creator, number, full title etc.) in a way allowing easy identification.