

Annex I to tender No EMSA/NEG/05/2015 for the provision of transport services of exhibition material to Interspill 2015

1. Objective, scope and description of the contract

The objective of this procedure is to provide transport of exhibition goods from the current storage location at EMSA (Lisbon, Portugal) to the Interspill 2015 Conference and Exhibition (Amsterdam, Netherlands) to arrive at the destination on Monday 23 March and depart on Thursday 26 March 2015.

- The shipment includes:
 - ⇒ Four roll-up stands and several cardboard boxes containing EMSA brochures and leaflets and amounting to a maximum volume of 1.5 cubic meters
 - ⇒ A ship model of the Monte Arucas

Name	Characteristics	Sizes
Monte Arucas	Glass showcase including wooden base	Size of the showcase: length: 141cm; width: 33 cm; height: 55 cm. Size of the base: length: 150 cm; width: 33 cm; height: 81 cm

Pictures are attached

The shipment must be insured:

- 13,000 EUR for Monte Arucas ship model
 - 1,000 EUR for the roll-up stands and communication material.
- Copy of the proposed insurance policy including terms and conditions; or In the event that the tenderer already has an appropriate insurance policy in place, copy of the policy or any other documentation providing sufficient information to verify that the tenderer complies with the insurance requirements.
 - The packing and protection of the ship model showcase (and base) must be very secure. We expect that the carrier will create a wooden box (see pictures attached for sample box) for the ship model which will become the property of EMSA at the end of the contract. It is important during transportation that any empty spaces surrounding the ship model are filled to avoid damage. During the conference, the carrier will be expected to store all packaging outside the RAI Convention centre from arrival on 23 March and to return the packaging to the stand on Thursday 26 March.
 - A map of Hall 10 at RAI Centre and exact location of stand C61 will be provided to the contractor.
 - All boxes should be labelled with the following information: Contact person: Ann Macpherson, European Maritime Safety Agency, Stand C61, Interspill 2015 c/o EFI Logistics, Hall 10, Amsterdam Rai, NL 1078 GZ, Amsterdam, the Netherlands
 - EMSA will provide the contractor with the necessary entrance pass so that goods can be delivered directly to the stand
 - During build-up on Monday 23 March, it will be possible for the contractor to park for free. The contractor should provide for a trolley to transport the goods from the vehicle to the stand.

2. Project Planning

- **Friday 20 March 2015, 13:00 – 16:00** the contractor will pick up the exhibition material from EMSA's premises in Lisbon. The contractor shall foresee adequate packing for transportation. Packing and loading is an estimated 2 hours' work. Packing and loading shall be finished no later than Friday 20 March, 16:00.
- **Monday 23 March 2015 no later than 14:30** the contractor will be on site at Hall 10, Amsterdam RAI convention centre, NL 1078 GZ, Amsterdam.
- **Monday 23 March 2015 15:00-17:00** the contractor will transport the exhibition material to the stand number C61, unpack and assist in dressing of the exhibition stand in the presence of EMSA staff at *stand number C61, Hall 10* of the RAI convention centre. The contractor will store any material necessary to repack the items for their return to EMSA in Lisbon. The contractor will gather all waste that is a direct result of the unpacking and dispose of it outside of the RAI venue.
- **Thursday 26 March 2015 no later than 15:30** the contractor will be on site at the RAI Convention Centre, Amsterdam.
- **Thursday 26 March 2015 between 16h00 and 18h00** the contractor will pack and assist in the undressing of the exhibition stand and packing of the goods from EMSA stand, number C61, in the presence of EMSA staff and transport the exhibition material from the EMSA stand. The contractor is responsible for any material that needs to be repacked for return to EMSA in Lisbon. The contractor will gather all waste that is a direct result of the packing and dispose of it outside the Rai venue.
- **Monday 30 March 2015, no later than 16:00** The contractor will return the goods to EMSA during office hours 10:00am onwards in a room that will be communicated at the time of delivery.
- Special clothing restrictions apply to those entering the exhibition hall during the build-up before 14:00 on Monday 23 March and after breakdown after 20:00 on Thursday 26 March. It is not expected that the carrier will need special clothing provided the project planning schedule above is followed.