

## **Tender specifications**

### **Attached to the Invitation to tender**

#### **Invitation to tender N° EMSA /OP/16/2015 for the provision and access of maritime information and data for non-commercial use**

#### **1. Introduction**

The European Maritime Safety Agency (EMSA) was established under Regulation 1406/2002/EC for the purpose of ensuring a high, uniform and effective level of maritime safety. Among its tasks, the Agency shall facilitate cooperation between the Member States and the Commission in providing objective, reliable and comparable statistics, information and data, to enable the Commission and the Member States to take the necessary steps to improve their actions and to evaluate the effectiveness and cost-efficiency of existing measures. Such tasks shall include the collection, recording and evaluation of technical data, the systematic exploitation of existing databases, including their cross-fertilisation, and, where appropriate, the development of additional databases (Article 1 paragraph 4d of the founding Regulation)

An internal information system called MARINFO was developed by EMSA in 2007 compiling maritime related data from different external providers with the objective of giving response to the needs of information of the Agency staff members in matters related to the fulfilling of their tasks. Online access to maritime related data is also included in the MARINFO framework, besides the datasets comprehended by the MARINFO database. The new framework contract, under procurement, aims to provide continuity to this system and its further development.

#### **2. Objective, scope and description of the contract**

##### **2.1 Objective**

The objective of the contracts is to provide up to date and historical maritime information and data for non-commercial use, since data processing, data extraction and data analysis are essential to enable the Commission and the Member States to take the necessary steps to improve their actions and to evaluate the effectiveness and cost-efficiency of existing measures.

This contract shall allow EMSA to use the data, for consultation, mapping, printing, saving but also for the extract and publication of main statistical results from studies for non-commercial purposes, within EMSA's mandate, and to be circulated to the general public.

## 2.2 The Lots

The present tender is divided into 5 Lots based on the different nature of the data items under request. Under each Lot EMSA aims to conclude a separate Framework contract and tenderers can provide bids for all Lots except simultaneously for Lot 2 and Lot 4, since the information in these Lots must be provided by different sources when the Framework contracts enter into force.

Nevertheless, similar information may be required in more than one Lot, because information may differ depending on the way it is collected, and so, it is crucial for EMSA not to rely on one single data provider and be able to cross-check different sources to ensure the best level of reliability.

Some ship information may also be collected from various providers to ensure that the data features requested under a certain Lot are placed in context with the minimum relevant details for the ships referenced in those features (e.g. details of ships involved in accidents or ships' movements).

The division of the data requirements in several Lots, and therefore in separate contracts, will also allow EMSA to increase the overall competitiveness of the tender and to manage the acquisition of data items with different frequencies according to the needs of different recipients within EMSA.

The information procured under the contract may not be required by EMSA and consequently may not be purchased every year out of the 4-years which is the maximum duration of each of the framework contract after renewals.

The Lots, from 1 to 5, refer to:

- **Lot 1:** Ship movements, ports identification, casualties, ship details and flag history details, port state control data, online subscription;
- **Lot 2:** Ship details, company details, historical information and online subscription;
- **Lot 3:** Ship engine data;
- **Lot 4:** Cross-fertilisation ship details;
- **Lot 5:** Newbuildings details and demolitions details;

Each of the Lots is divided into modules encompassing different configurations of data. The Lots, through their respective modules, may be ordered separately or in groups, and it is possible that only specific modules of each Lot are ordered.

If a Lot does not entail a division by modules, the data covered by the Lot can be considered as a single module (e.g., module a.).

Tenderers interested in competing for more than one Lot must provide separate bids for each Lot. A bid to a Lot must address the entire Lot – i.e. all modules specified in the Lot.

The tenderer shall be responsible for the data collection and shall clearly indicate how the information is collected and updated. This should include the internal methods of data verification and validation, as well as the disclosure of the original sources of information, with clear reference to eventual third-parties contracts, whenever this is the case to ensure data availability.

EMSA reserves the right of using as defined in this tender, the acquired data in whatever studies or analyses to which EMSA is requested as far as falling under EMSA mandate.

EMSA also reserves the right to, at any time in the future, use as defined in this tender the data acquired under these Lots along the 4-years, which is the maximum duration of the contracts.

## **2.3 Online subscriptions and technical specifications**

The data under procurement in this tender, apart from the license rights to use some fields in other applications within EMSA, is from one of two types: datasets or online data. This chapter is dedicated to describe the technical requirements to be put in place by the tenderer for EMSA to access the procured data from these two types.

### **2.3.1 Online Subscriptions**

Licences allowing online access to an external database should allow EMSA to have a 24 hour a day, 365 days a year direct access to the data via online internet consultation.

The contractor shall provide a licence for five users minimum to concurrently access the system from a single office location. Types of data to be accessed are described within the online subscriptions modules of the related Lots.

### **2.3.2 Technical Data Specifications**

The contractor will provide information by sending files to EMSA with a frequency that varies according to the modules and is defined after the modules data description within the Lots, as well as in the specific contract. Each file will be related to a certain entity and will contain several fields describing the entity as well as all possible relations with other entities.

To address and provide the data contents required in each Lot, the tenderer will have to define entities which may be: pure data (ship core information, engine data), or a coding system used by other entities to reference a specific type of information (list of countries, list of engine brand...) or a multiple-to-multiple relation between entities (which companies operate which ships or which countries recognise which classification societies as recognised organisations).

For all technical specifications explained below the tenderers can propose variants or options they consider to be suitable within the Marinfo context. In that case, the tenderer must state the advantages and disadvantages of the variant/option proposed.

#### **Describing the data**

One of the tasks of the contractor is to present the data to be integrated in the MARINFO database in a comprehensive way and to implement rules of coherency.

Each Lot should come with a 'data dictionary' detailing the data type and length of each field, using a SQL Standard syntax (supported by Oracle), but also any specific business rules that led to the value of that field in the contractor's database and eventually some comments on the accuracy/coverage of this specific information or its primary source.

If any constraint may be implemented in a field (limited number of value, range of value, *nullable* value) or between two fields (foreign key relationship, greater/lower relationship), then the contractor must provide the details to implement it, regardless of the fact that this constraint might be implemented or not in the end in MARINFO database.

#### **Diagram Entity Relationship**

The files to be delivered should be presented in a database schema format, showing clearly what is the structure and content of each file and what are the relations between the data provided in the same Lot.

This diagram will show every file and every field in each file. When there is a logical correspondence (or relation) between two fields, this should appear clearly on the diagram as well. That is the case, for example, between a data file and the corresponding coding files or between a core data file (ship information) and related information (ship engines). When such a relation is established between two files, cardinality must be mentioned.

### **Data dictionary**

In parallel with the entity relationship diagram addressed in the previous point, the tenderer will have to provide a data dictionary. This data dictionary must be provided both in hardcopy and editable electronic format (Microsoft Excel or equivalent). Each field of each table shall be described in this data dictionary (sorted by file and field order in the file) with the following into as a minimum:

- Name of the field;
- Brief description of the meaning of the field (if the name is not explicit enough);
- Data type (e.g., text, integer);
- If the data type is text, the subset of characters to be encountered;
- Data length in relation with the data type (if text: length, if decimal: precision...);
- Is the field part of a unique identifier from which records can be unambiguously traced?
- Can the field be left blank or not (is a blank field a field without valid information)?
- Is the field referencing a field in another file (possibly several other files) and which ones?
- Is the field a free value, a code, possibly a limited number of values or range?
- Are the values of a field related with a specific unit of measurement? – e.g., meters, tons, million cubic, feet, etc;
- Any valuable comment on this field, for example a special meaning, a definition of the terms used in the description or meaning of this field, any warning on the quality or completeness of the data;
- What are the main/original sources of information for this field?

Concerning the “subset” of characters to be used, the contractor is invited to write an annex describing all the chosen subsets and make reference to that annex when describing a field. The description of a subset may be referencing a well-known charset (for example UTF-8, USASCII7, WE8MSWIN1252, WE8ISO8859P15, etc) or a list may be given describing the individual characters or range of characters expected for that field.

As a principle, the contractor should be as specific as possible when describing the subset of characters for a field. For example, if only upper case letters and numbers are to be used for a field, then it should be clearly mentioned ([0-9], [A-Z]) rather than just USASCII7 or UTF-8.

### **Data growth and volume**

The data volume must be estimated by the contractor for each entity at the beginning and the evolution of the data along the time, preferably for a four year period. This volume may be given in number of records per entity.

For example, to evaluate the data volume and growth, the contractor can consider, for each entity:

- The number of records that will be delivered with the first set of data;
- The number of records that are expected to be added within a year;

- The number of records that are expected to be modified/updated within a year;

### **Coherency principles**

The diagram and the data dictionary should make clear which fields are used as record identifiers within a certain file. Each record must have a unique identifier, possibly made of several fields (but in a limited number).

Each time a field references a field of another file, the latter should be the unique identifier of the correspondent file (unless there is a strong and justified reason preventing this). Furthermore, both fields should have the same names in both tables/files.

As a general rule, field names should not be named after the tables (no prefixes or suffixes of the table should be part of the field name).

Regardless of the loading method used (total or incremental) the contractor should ensure at all times that there is no duplication of records (based on the unique identifier).

When a field references a field of another file, it is the responsibility of the contractor to make sure the referenced record has been provided in that delivery (or in a previous one assuming that it is still valid and up-to-date).

The tenders will be evaluated according to the data coherency rules used by the contractor in order to guarantee that no invalid duplication of records will occur and that any referenced entity and/or record in a dataset will be included in each delivery.

Each time a field is not supposed to be free text but is referencing another entity (for example: a ship, a company, an inspection...), the contractor should provide a file for this entity with the minimum of relevant information, in order to place that field in context.

For ships, for example, the minimum information for all Lots could be IMO number, name of ship, call sign, flag and gross tonnage.

For companies, for example, the name of the company, nationality, creation date and its major group or parent company could be minimum information for this entity.

For class societies, the name of the class society and an IACS belonging indicator could be the minimum information for this entity.

For each provided entity, in addition to relevant information for this entity, the contractor should provide interoperability fields to interact with other possible sources of information (i.e., with other Lots of MARINFO). For example, all records for the entity "country" should be identifiable by ISO-3166 codes (alpha-2, alpha-3 and numeric) and ports could be identified by UNECE "LO-CODES".

As a general rule, when it is possible to identify an entity by a well-known and internationally recognised code in a number of organisations, then the contractor should provide this information as an attribute for this entity, even if the contractor is not making use of this code as a record identifier.

### 2.3.2.1 The file deliveries

#### General structure of the files and naming scheme

The file deliveries should consist of flat-text (CSV like) files. Each entity of the data description should have at least one (eventually two for incremental method) corresponding file. The file name shall be in lower case. The first part of the name of the file will be the name of the entity and the extension of the file will be the action requested on this entity with 4 possibilities:

- “.all” when the content is a total replacement of the destination table (replace all);
  - e.g., “ships.all”
- “.upd” when the content is modification of the destination table (insert/update);
  - e.g., “classsocieties.upd”
- “.del” when the content is a partial deletion of the destination table (delete);
  - e.g., “shiptype.del”
- “.nul” when nothing has to be changed or added in the destination table (no action);
  - e.g., “psc.nul”

For a single entity, it is possible to have only one file of one of the types above or eventually two files (“.upd” and “.del”) depending on the loading method to be applied for an entity (explained further in this document).

All files from each Lot shall be zipped in a file named “lotX\_YYYYMMDD.zip” where X reflects the destination Lot (e.g.: “1”, “2” ...) and YYYYMMDD is the date of extraction from the source database. For example “lot1\_20150316.zip” contains the files from Lot 1 and the date of extraction is the 16<sup>th</sup> of March 2015. The files must be delivered in standard ZIP data compression file format, according to the .ZIP file specifications by PKWARE Inc.

#### Integrity of the files

In each provided ZIP file, there will be an additional file named “checksum.txt”, which shall be in line with the content of the ZIP file. This file will contain one header and one line per file in the zip file. Each line must contain 3 fields separated by the character “|”. The header will contain the name of the fields as below:

- FILENAME : name of the file (each flat text file)
- NBRECORDS : number of records
- MD5 : hash of the content of the file (using MD5 algorithm)

If there is a problem with a MD5 or a number of records, or if a file is missing, the delivery will be rejected. If a file is present in the delivery but not referenced in the checksum file, it will be ignored in the loading procedure.

#### Structure of a file

The file should be a standard CSV file, with no escape or enclosure of string mechanism.

With the exception of “.nul” files that can be completely empty, each file contains one header and zero, one or more records. The header is similar to a record in terms of number of fields and separators, but the content of each field is the name of the field in the destination table of the database, in upper case.

### **Structure of each record**

Each record in a file has a fixed number of fields. Each record must be separated by a “record separator” and each field within a record must be separated by a “field separator”.

If the field is empty (null), then the length of this field will be zero and the file will contain two consecutive field separators. There is no need to differentiate a null field from a field containing an empty string.

If a field is told to be non-blank in the data dictionary, it cannot be empty/null.

### **Field separators and record separators**

As there is no escape mechanism to protect characters in the CSV file, it is necessary to use field separators and record separators that surely do not appear in any field of any record throughout all the files. Within a Lot, the record and field separators must be the same for all files.

The record separator has to finish with a carriage return. It can be a “Linux-like” or “Windows-like” carriage return (i.e.: 0x0A or 0x0D0A), but whichever the choice, it has to be provided in the documentation and all the files should use the same convention.

To help achieving this requirement, it is allowed to use field separators and record separators made of several characters (3 or 4 characters for example). It is also possible to replace the separator by another character in the export process for all fields, so we are sure that it will not appear in a field. Only US-ASCII characters are allowed for separators.

Whatever the solution will be, the constraint has to be respected both for field and record separators (keeping in mind that a field may contain carriage returns). Before implementing the separators, the contractor will have to validate with EMSA its choice and explain it in relation with the constraints exposed above.

### **Delivery process**

The delivery (zip files) should be made available in a FTP (or SFTP) server reachable from EMSA. If FTP is used, it has to be accessible in “passive mode”, if SFTP is used, the authentication method can be a user/password or a private/public key, after validation that it works properly with the EMSA SFTP client that we will use to retrieve files.

FTPS (FTP over SSL) is not allowed, only SFTP (SSH File Transfer Protocol). The file must be made available at a specific and fixed day and hour, each week (or month, depending on the frequency of the module) and EMSA is responsible for retrieving the files.

The server should keep at least the last 5 files for each table in each Lot corresponding to the last 5 weeks (or months, depending on the module).

### **Encoding system used in the files**

The final database in which the data is going to be loaded is an Oracle 11gR2, that uses the “AL32UTF8” encoding. However, whenever possible flat files should use US-ASCII as an encoding scheme. If a Unicode encoding is needed, then the flat-text file shall be encoded using strictly the “AL32UTF8” (UTF-8) charset.

### **Length of fields, taking into account the encoding system used**

It has to be noted that one single character in UTF-8 can be encoded using 1 byte, 2 bytes, 3 bytes or 4 bytes. On the other hand, the MARINFO database will be using VARCHAR2 fields to store text data and the length of a VARCHAR2 field is defined in number of bytes, not number of characters. Therefore, lengthy fields containing UTF-8 characters that use more than 1 byte of storage may cause error when loaded in the corresponding field of the database (ORA-12899).

To cope with this issue, the contractor has to ensure that the data length of the data using UTF-8 encoding will not exceed the size given for a certain field in the data dictionary. We propose the following rules to enforce this constraint:

- By default, whenever possible, a field should use only US-ASCII characters (using only 1 byte of storage), this has to be reflected in the data dictionary;
- When justified, one field may contain 2 bytes UTF-8 characters, but these fields have to be identified clearly beforehand in the data dictionary. For these fields, the length of the corresponding field in the MARINFO database will be doubled;
- In all fields of all files, 3-bytes and 4-bytes UTF-8 characters are forbidden and should be replaced by the “closest” 1-byte or 2-bytes UTF-8 character.
  - Alternatively, all fields may be truncated to fit in the corresponding field, regardless of the size of each character using UTF-8 encoding.

If the contractor has a different solution, it should be exposed to EMSA and accepted before it is implemented. A systematic “multiply-by-four” of the length of all VARCHAR2 fields in the final MARINFO database is not acceptable, taking into account other type of constraints.

### **2.3.2.2 The Loading Procedure**

#### **Overview of the process**

When receiving the delivery files from a certain lot, EMSA will integrate them in the MARINFO database. The integration process can be done in three ways:

- Total: Delete and replace all the data;
- Incremental: Insert new data, update what has changed and delete what has disappeared;
- Status Quo: no action needed;

For a given delivery, for each entity/file, the contractor can choose between one of the three abovementioned possibilities. However, depending if the data has changed or not, the contractor should use the “incremental” or the “status quo” method to deliver the data.

At EMSA’s request and at least once per year, a “Total” replacement of all the data may occur.

#### **“Status Quo” method**

If the data of an entity has not changed since the last delivery of its file, this is the method that should be used. The “status quo” method is indicated by naming a file with the extension “.nul”.

When a file has a “.nul” extension, the loading process will not modify any of the data for this entity in the MARINFO database.

The content of a “.nul” extension can either be void (empty file) or with only the header.

### **“Incremental” method**

This method should be used when data has changed since the last delivery. The files will contain only modified records for this entity. When using this method, it is possible to have one or two files with extensions “.upd” and “.del”.

File with extension “.upd” will be considered as update information. This type of file contains one header and at least one record. All fields for this entity are provided in the file. In such a file, if a given record did not exist in the current MARINFO database, it will be created as a new record. If a given record already existed in the current MARINFO database, each field will be updated with the current value in the file. If all fields have the same value, the record will remain unchanged.

File with extension “.del” will be considered as deletion information. This type of file contains one header and at least one record. Only unique identifier fields are provided in the file. Based on these identifier fields, the corresponding records will be deleted (logically or physically) from MARINFO. If a record to be deleted does not exist in the current MARINFO database, the process will keep on going with a warning.

If a file “.upd” or “.del” does not contain any record, it should not be present in the delivery (there must be a minimum of one record). If there are no records to update or delete, then the method to be used should be “status quo” and not “incremental”.

If both “.del” and “.upd” files are present in the delivery, deletion will occur first.

### **“Total” method**

This method should be used to force synchronisation of the MARINFO database with the contractor reference database. When using this method, the file should have an extension “.all”.

File with extension “.all” will be considered as total deletion and replacement of all records for the corresponding entity. Consequently, the MARINFO database will be cleaned completely and all information of the file will be loaded as fresh new data. For technical reason, this cleaning could consist only in logical deletion of the current data, but the principle remains the same.

An “.all” file contains a header and records. In case zero records exist the corresponding MARINFO table will be emptied.

EMSA shall be entitled at all times to request an “.all” file for all entities for a given Lot in order to re-synchronise the data between the contractor and the MARINFO database.

## **2.4 Data Coverage**

### **Ships coverage**

Information and data shall cover sea-going propelled merchant ships above 100 GT (as a minimum)

### **Geographical coverage**

For all Lots the geographical coverage shall be worldwide.

Specific geographical coverage criteria are addressed in some of the Lots.

## **2.5 Data specifications Per Lot**

The procurement is divided in 5 Lots describing the types of data that EMSA would like to receive. In order to ensure the crosschecking of two different sources regarding ships details, data provided in Lot 2 and Lot 4 should be collected from different providers.

The data described in the following Lots is to be supplied via online access, or via datasets that should be provided, according to the requirements set under point 2.3.2 ("Technical Data Specification") of this tender (see specifications) in regular updates whose frequency differs depending on the modules within the Lots.

The provided data shall allow EMSA to track all changes that occurred between two periods enabling the determination of the modification at the time of the change. To better achieve this objective it is highly recommended that "dates of effect" are provided to as many fields as possible.

### **LOT 1 – Movements, Ports Identification, Casualties, Ship Details and Flag History Details, PSC data and Online subscription**

This Lot shall cover data related to ship movements and ports identification, casualties, ship details and flag history details, a license granting visualisation rights for some ship details in other EMSA applications, PSC inspections and deficiencies and online subscription. The exact data elements are described below, module by module (from module a. to module g.).

The requested information, with the exception of module d. and module g., must be supplied in the format of a dataset, according to the requirements set under point 2.3.2 ("Technical Data Specification") of this specification.

Any optional field included will be evaluated under the quality criteria as advantageous features.

#### **Module a. Port calls (including ports and anchorages) and transit movements**

Port calls characteristics (as a minimum must include or allow the determination of):

- Ship identification (IMO, MMSI besides internal codes,);
- Port of call;
- Arrival date and time (to port of call);
- Departure date and time (from port of call);
- Last port of call;
- Departure date (from last port of call);

- Next port of call
- Estimated arrival date (to next port of call)
- Movement type: e.g., at port, at anchorage, or both;
- Movement source (AIS or other, in case of several sources);
- Flag at the time of port call (optional);
- Reason for call: e.g., bunkering, loading, etc (optional);
- Cargo information (optional): type, tons carried;

For transit movements, “last port” and “next port” information is not required.

Transit movement’s characteristics (must include):

- Ship identification (IMO, MMSI besides internal codes);
- Port of call (“passing by” port);
- Arrival date (“passing by” date);
- Departure date (if available);
- Movement source (AIS or other, in case of several sources);

For module a. EMSA expects a first complete set of historical data at the beginning of the data provision for this module (e.g. by January 2016) covering the previous 12 months period of all ships’ movements, and the provision of regular updates on a monthly basis covering the latest changes and the new movements recorded.

Fixed dates of delivery shall be defined in the relevant specific contract.

## **Module b. Ports and anchorages**

Worldwide ports and anchorages are to be provided in this Lot using a Locode (based on UNECE Locodes) to each port as well as the type of port, including, if available (and as an example), the discrimination between ports and anchorages.

Places characteristics (must include):

- Place identification (UNECE Locode, besides internal codes);
- Place name;
- Place country;
- Place area;
- Place latitude;
- Place longitude;
- Indication of EU/Non-EU place;
- Place type;
- Anchorage indicator (Y/N) (if not embedded in Place type);
- Bulk liquid facilities availability (description);
- Port waste facilities availability (description);

For module b. EMSA also expects the provision of regular updates on a monthly basis covering the latest changes, at the time of delivery, and new places recorded.

Fixed dates of delivery shall be defined in the relevant specific contract.

## **Module c. Ship details and flag history details**

The world's fleet details must be submitted, regardless the ships' current status (that is including dead ships, newbuildings, etc). It is necessary to be able to track history of the flag from all ships, even if not active today, and to be able to do it as far back in time as possible.

A separate table for companies (with minimum descriptive info) must be also supplied in order to place in context some of the required ship details, particularly the basic management details.

For company related information only the names of the companies and their nationalities (allegiance countries) are mandatory fields while Company IMO number, if available, will be evaluated as an advantageous feature.

### Ships characteristics (must include):

- IMO number;
- Company IMO (if available for Owner, ISM Manager and Operator);
- Ship name;
- Ship name date of effect;
- MMSI;
- Call sign;
- Ship type;
- Ship type (according to PSC types; if available);
- Flag;
- Flag date of effect;
- Single Hull Tanker indicator (Y/N/Non available);
- Hull type (displacement, semi-displacement, light craft; optional);
- Gross tonnage;
- Deadweight;
- Keel laying date;
- Contract Date;
- Build date (if not possible, only Month and Year of built or Year of build);
- Classification societies;
- Classification societies effect date;
- Status;
- Newbuilding indicator (Y/N);
- Beneficial company and nationality;
- Major group or parent beneficial company and nationality;
- Manager company and nationality (ISM);
- Start date of ISM company;
- End date of ISM company;
- Operator company and nationality;
- Dimensions: Length overall, Length between perpendiculars, Breadth, Draught;
- Construction Material: Steel, Aluminium, Wood and Composite, etc;
- Capacity information on: Passengers, Crew and Cargo (if available; Vehicle, TEUs, etc);
- Builder country;
- Build yard location (if available);

Additional dates of effect as well as other additional details submitted in the proposal will be evaluated and considered in the quality criteria of the tender, when evaluating the bid, as advantageous features.

Ship Flag History (must include):

- Ship IMO number;
- Flag identification;
- Call sign (for each Flag version);
- Flag start date;
- Flag end date;
- Indication if it is current Flag;

For module c. EMSA expects the provision of regular updates on a weekly basis covering the latest changes, at the time of delivery, and new ships or flag changes recorded.

Fixed dates of delivery shall be defined in the relevant specific contract.

**Module d. License rights to the data in module c.**

Acquisition of a license rights that grant permission to export and display some of the raw data referred in module c. for non-commercial purposes to authorized third-parties while externally accessing the MARINFO database.

“Third-parties” refers to Commission staff members and to a limited number of EMSA maritime applications, specifically: SafeSeaNet (through the vessel validation procedure in SafeSeaNet), THETIS and the European Marine Casualty Information Platform (EMCIP).

The license should cover the following fields: IMO Number, MMSI, Call Sign, Ship Name, Ship Type, Gross Tonnage, Deadweight, Dimensions (as described in module c.), Keel laid date, Contract Date.

Additional fields proposed in the license agreement will be evaluated under the quality criteria as advantageous features.

**Module e. Casualties**

This module shall cover a list of casualties and ships involved in casualties (at least serious and very serious) and all relevant characterisation details of the casualty.

Casualties characteristics (must include):

- Casualty id;
- Ship Identification (e.g., IMO number);
- Seriousness indicator of casualty;
- Casualty date;
- Casualty type;
- Casualty cause;
- Number of dead people;
- Number of missing people;
- Number of injured people;
- Pollution Indicator;
- Amount and type of pollution (if applicable);

- Number of ships involved;
- Location data (latitude, longitude, region);
- Loss Type;

Additional dates of effect as well as other additional details submitted in the proposal will be evaluated under the quality criteria of the tender as advantageous features.

The contractor must differentiate between “ships involved in casualties” and the “accident/incident event” (causing the ship’s casualties). These two concepts are to be treated as separate, although inter-related, entities. These entities must be reflected and associated in the database schema allowing EMSA to measure them separately (e.g. 2 collision “events” can generate 5 “ships” casualties - if 5 ships were involved in those 2 accidents “collision”).

For module e. EMSA expects a first complete set of historical data at the beginning of the data provision for this module (e.g. by January 2016) covering the previous 12 months period of casualties and the provision of regular updates on a monthly basis covering the latest changes, at the time of delivery, and new casualties recorded.

Fixed dates of delivery shall be defined in the relevant specific contract.

#### **Module f. Port State Control inspections**

This module refers to datasets containing information about the results of inspections, encountered deficiencies, bans, detentions and arrests derived from inspections under PSC MoU agreements worldwide or PSC Maritime Authorities (Tokyo MoU, Black Sea MoU, Mediterranean MoU, USCG, Riyadh MoU, Viña del Mar, Indian Ocean MoU, Caribbean MoU, Abuja MoU).

The number of PSC regimes made available should be the maximum possible to cover the widest possible geographical area where maritime activity can be found.

##### Inspections data (must include):

- PSC regime identification;
- IMO number;
- MMSI;
- Flag (at time of inspection);
- Inspection date;
- Inspection authority (country);
- Inspection port ID;
- Inspection port Name;
- Recognised organisations (at time of inspection);
- Classification society (at time of inspection)
- Deficiencies indicator;
- Detention indicator;
- Number of deficiencies (by deficiency severity; optional);

##### Deficiencies data (must include):

- Inspection identification;

- Deficiency definition;
- Deficiency severity indicator (optional);

Banning data (if existing must include):

- IMO number;
- Banning authority (country);
- Flag (at time of banning);
- Banning start date;
- Banning end date;
- Reason for banning;

For module f. EMSA expects a first complete set of historical data at the beginning of the data provision for this module (e.g. by January 2016) covering the previous 12 months period of inspections and the provision of regular updates on a monthly basis covering the latest changes, at the time of delivery, and new inspections recorded.

Fixed dates of delivery shall be defined in the relevant specific contract.

#### **Module g. Online subscription**

This module shall provide online access to all of the data already provided via datasets in the other modules of this Lot, as well as online access to other types of data, for which datasets are not requested (e.g. AIS positions). Online access to marine safety related magazines and/or newspapers as well as online notifications for casualties, if provided, are to be evaluated under the quality criteria for the evaluation of the tender, as advantageous features.

Since the datasets under request in this Lot can never be absolutely exhaustive, this module shall compensate for any additional need of information out of the scope of the data fields presently contemplated by this Lot. Such way of accessing data will also allow to access recent information (e.g. casualties details) in between data deliveries, for which we may need immediate access.

For this purpose, a subscription to online information shall include the following contents:

- g.1 Ship data: details of ships containing data fields including name and former names, call sign, IMO number, MMSI details, current status, tonnages, class, inspections, detentions, cargo, capacities, gear and machinery details;
- g.2 Owners data: details of ships related companies.
- g.3 Real-time and historic ship movements including real-time AIS position and for each movement record the port of call, country, arrival date and sailing date are given. This service would, preferably, allow EMSA to create its own list of ships to track.
- g.4 Casualty data worldwide: details of casualties and total losses, providing information on the incident itself, date, location, casualty group, consequences. This shall include the access to archive of recorded casualties and enable queries to retrieve data.
- g.5 Online news subscription including online access to archive, if available:
  - i. Daily news service (accessed on internet and via downloads; no hardcopies are needed), including rapid notification of casualties by e-mail alert system, if available.
  - ii. Weekly and/or monthly news magazines on marine safety and security, if available (accessed on internet, if available).

## **LOT 2 – Ship and company details, historical information, and online subscription**

This Lot encompasses two modules: one module (module a.) for datasets covering ship details, ship's historical information and contextual data for ship's companies and a second module (module b.) for an online subscription.

### **Module a. Ship identification and characterisation, company details, and historical information**

The world's fleet details and related historical information must be submitted, regardless the ships' current status (that is including dead ships, newbuildings, etc). It is necessary to be able to track ships' historical data from all ships, even for those which may not be active today, and to be able to do it as far back in time as possible. If the ship is not active today, its last known details must still be transmitted under this Lot.

The variables described below, are to be provided as a minimum set of data.

This Lot must be supplied by a different source from the source providing Lot 4.

The requested information under this Lot, with the exception of module b. must be supplied in the format of a dataset, according to the requirements set under point 2.3.2 ("Technical Data Specification") of this tender (see specifications).

Any optional field included will be highly appreciated to have and will therefore be evaluated under the quality criteria as advantageous features.

#### Ships characteristics (must include):

- IMO number;
- Company IMO (if available for Owner, ISM Manager and Operator);
- Ship name;
- Ship name date of effect;
- MMSI;
- Call sign;
- Ship type;
- Ship type (according to PSC types, if available);
- Flag;
- Flag date of effect;
- Single Hull Tanker indicator (Y/N/Non available);
- Hull type (displacement, semi-displacement, light craft; optional);
- Gross tonnage;
- Deadweight;
- Keel laying date;
- Contract Date;
- Build date (if not possible, only Month and Year of built or Year of build);
- Classification societies;
- Classification societies effect date;
- Status;
- Newbuilding indicator (Y/N);
- Beneficial company and nationality;

- Major group or parent beneficial company and nationality;
- Manager company and nationality (ISM);
- Start date of ISM company;
- End date of ISM company;
- Operator company and nationality;
- Dimensions: Length overall, Length between perpendiculars, Breadth, Draught;
- Construction Material: Steel, Aluminium, Wood and Composite, etc;
- Capacity information on: Passengers, Crew and Cargo (if available; Vehicle, TEUs, etc);
- Builder country;
- Build yard location (if available);

A separate table for companies (must include):

- Company IMO (if available for Owner, ISM Manager and Operator);
- Company Name;
- Company Status;
- Company Role with ship: Owner, Operator, ISM Manager;
- Year of Formation;
- Nationalities (allegiance countries);

Historical information

Ship Flag, Ship Name, Classification Society and Company histories shall be separate data objects containing the full available history for each ship in the Ship characteristics entity. There cannot be history from ships inexistent in the Ships entity.

Classification Society History (must include):

- Ship IMO number;
- Recognized Organisation/Classification Society Name;
- Class Status;
- Class Status Date of Effect;
- Indication if it is current Class;
- IACS Belonging Indicator;

Ships Name History (must include):

- Ship IMO number;
- Ship Name;
- Ship Name Date of Effect;
- Indication of current Name;

Ships Flag History (must include):

- Ship IMO number;
- Flag identification;
- Call sign (for each Flag version);

- Flag start date;
- Flag end date;
- Indication if it is current Flag;

Company History (must include):

- Company IMO number (if available for Owner, ISM Manager and Operator)
- Ship IMO Number;
- Company Date of Effect (in relation to the Ship);
- Role with Ship: Owner, ISM Manager, Operator, etc;

Additional dates of effect, historical information, as well as other additional details submitted in the proposal will be evaluated under the quality criteria of the tender as advantageous features.

For module a. EMSA expects the provision of regular updates on a weekly basis covering the latest changes on ships details, at the time of the delivery, and the inclusion of new ships.

Fixed dates of delivery shall be defined in the relevant specific contract.

**Module b. Online subscription**

This module shall provide online access to some of the data already provided via datasets in module a. of this Lot as well as online access to other types of data.

The online access under request in this module shall allow EMSA to access historical characterising details of the ships fleet provided in this Lot (as well as its respective activity; meaning, ship movements, owners and casualties) to complement the information supplied under module a. of this Lot.

For this purpose, a subscription to unlimited access to online information shall include the following contents:

- b.1 Ship data: details of ships containing data fields including IMO, name, tonnages, class, inspections, detentions, cargo, capacities, gear and machinery details;
- b.2 Owners data: details of ships related companies, providing group ownership, operator, ship manager, registered owner and DOC company. Details will include ownership structure from an ownership and operational perspective, fleet analysis and history, relationships, personnel, as well as full address and communication information.
- b.3 Real-time and historic ship movements including real-time AIS position and for each movement record the port of call, country, arrival date and sailing date are given. This service would, preferably, allow EMSA to create its own list of ships to track.
- b.4 Casualty data worldwide: details of casualties and total losses, providing information on the incident itself, date, location, casualty group, consequences. This shall include the access to archive of casualty recorded and enable queries to retrieve data.
- b.5 Online News subscription including access to archive if available:
  - i. Daily news service (accessed on internet and via downloads; no hardcopies are needed), including rapid notification of casualties by e-mail alert system, if available.
  - ii. Weekly and/or monthly news magazines on marine safety and security, if available.

### **Lot 3 – Ship Engine data**

This Lot encompasses two modules: one module for datasets covering ships' engine related data and one other module for the acquisition of a license rights to export and display some of the fields falling under the previous module in some of EMSAs' internal applications.

This Lot requires data on ship engine related information, for both main and auxiliary engines, and also ship identification details for those ships which engine information is being provided. This Lot will cover all ships regardless their current status (that is including dead ships, newbuildings, etc). It is necessary to be able to track engine data from all ships, even if not active today. If exact values cannot be provided, estimated data is allowed and recommended, but such estimations must be clearly identified in the metadata, in the dictionary of the database and in the variable name.

The requested information with the exception of module b. must be supplied in the format of a dataset, according to the requirements set under point 2.3.2 ("Technical Data Specification") of this tender (see specifications).

#### **Module a. Ship Engine Data**

This module contains a mandatory set of data (Part I) and a complementary (non-mandatory) set of data (Part II).

As mandatory data (Part I), this module shall comprehend detailed information on ship engines data (for both main and auxiliary engines).

As complementary data (Part II), information about other ship engines (such as boilers or propellers) is required. Bidders are encouraged to include data for Part II in their proposal.

Part II is considered as complementary data thus providing additional elements in order to enrich the offer. Such details will be evaluated under the quality criteria as advantageous features.

**For Part I (mandatory)** the minimum set of data required by EMSA, for both main and auxiliary engines, is:

#### Ship engines and main ship identification (must include):

- IMO number;
- MMSI number;
- Ship name;
- Ship type;
- Newbuilding indicator;
- Speed\*;
- Draught\*;
- Capacity (Deadweight)\*;
- Type of Propulsion System (conventional, non-conventional)\*\*;
- Length between Perpendiculars;
- Engine Manufacturer;
- Model;
- Engine Power Output\* (Maximum Continuous Rating - MCR);
- Rating (RPM);
- Fuel Type;

- Number of Engines;
  - Non-conventional propulsion (diesel-electric, combined diesel and/or turbine, water jet, hybrid, etc.);
- \* Speed, Power Output, Draught and Capacity should be consistent with each other.*
- \*\* Conventional propulsion (main engine mechanical drive)*

**For Part II (complementary, non-mandatory)** the desired set of data should cover, as much as possible, further emission related engines such as boilers and propellers:

Complementary information (should include):

#### Boilers

- Boiler Manufacturer;
- Model;
- Thermal Power Output (Maximum Continuous Rating);
- Steam Capacity and Specific Fuel Consumption;
- Type/s of Fuel and Grade;
- Number of Boilers;

#### Propellers

- Number of propellers;
- Manufacturer;
- Diameter;
- RPM;
- Type (CPP [Controllable Pitch Propeller]/FP [Fixed Pitch Propeller]/POD [Podded Propulsion System]);

#### Others

- Abatement Technique, if available [Filtering, Exhaust Gas Cleaning Systems (EGCS), Selective Catalytic Reduction - SCR, etc.];
- Shaft Generator Power Output and Consumption;
- Fuel Type and Grade;
- Ratings and Specific Fuel Consumption (RPM, SFC);

For module a. EMSA expects the provision of one first set of data (e.g January 2016) and two additional sets of data during the year of the order (e.g. June 2016 and November 2016) with the latest updates on ship engine data and emissions related data, at the time of delivery, and new ship engines recorded. Fixed dates of delivery shall be defined in the relevant specific contract.

#### **Module b. License rights to the data in module a.**

Acquisition of a license that grants permission to export and display the raw data in module a. for non-commercial purposes to authorized third-parties while externally accessing the MARINFO database.

“Third-parties” refers to Commission staff members and to a limited number of EMSA maritime applications, specifically: THETIS.

The license should cover ship engines data and main ship identification as described under module a. Part I (mandatory).

Additional fields proposed in the license agreement will be evaluated under the quality criteria as advantageous features.

#### **Lot 4 – Cross-fertilisation Ship Details**

This Lot encompasses one single module (module a.), covering ships' details as described below.

The purpose for this Lot is to obtain, from a source other than the one from the previous Lot 2, a detailed ship database for cross-fertilisation of ship details.

Such fertilisation will allow EMSA to crosscheck and enrich ships data using different sources and to enhance the coverage level of the data thus increasing the reliability and the coverage of MARINFO's database with regards to the world fleet.

This Lot must be therefore supplied by a different source from the source providing for Lot 2.

The world's fleet details must be submitted as described below, regardless the ships' current status (that is including dead ships, newbuildings, etc). It is necessary to be able to track ships' data from all ships, even for those which may not be active today, and to be able to do it as far back in time as possible. If the ship is not active today, its last known details must still be transmitted in the datasets under this Lot.

The requested information must be supplied in the format of a dataset, according to the requirements set under point 2.3.2 ("Technical Data Specification") of this specification.

For addressing ship details, please consider the following items, as the minimum data required. Ship characteristics (must include):

- IMO number;
- Company IMO (if available for Group Owner, ISM Manager and Operator);
- Ship name;
- Ship name date of effect;
- MMSI;
- Call sign;
- Ship type;
- Ship type (according to PSC types; if available);
- Flag;
- Flag date of effect;
- Single Hull Tanker indicator (Y/N/Non available);
- Hull type (displacement, semi-displacement, light craft; optional);
- Gross tonnage;
- Deadweight;
- Keel laying date (optional);
- Contract Date (optional);
- Build date (if not possible, only Month and Year of built or Year of build);

- Classification societies;
- Classification societies effect date (optional);
- Status;
- Newbuilding indicator (Y/N);
- Beneficial company and nationality;
- Major group or parent beneficial company and nationality;
- Manager company and nationality (ISM);
- Start date of ISM company;
- End date of ISM company;
- Operator company and nationality;
- Dimensions (optional): Length overall, Length between perpendiculars, Breadth, Draft;
- Construction Material (optional): Steel, Aluminium, Wood and Composite, etc;
- Capacity information (optional) on: Passengers, Crew and Cargo (e.g. Vehicle, TEUs, etc);
- Builder country (optional);
- Build yard location (optional);

The optional fields will be evaluated under the quality criteria as advantageous features.

Besides those, the following items will also be evaluated under the quality criteria as advantageous features:

- Additional dates of effect, historical information, or other additional details;
- Online access to ship details;
- Online access to maritime related magazines;

For this Lot EMSA expects the provision of regular updates on a weekly basis covering the latest changes, at the time of delivery, and new ships recorded.

Fixed dates of delivery shall be defined in the relevant specific contract.

## **Lot 5 – Newbuildings and Demolitions**

This Lot encompasses one single module (module a.) covering detailed information on newbuildings and demolitions (scrapped ships), and for those, the minimum data fields to be considered are described below.

The requested information must be supplied in the format of a dataset, according to the requirements set under point 2.3.2 (“Technical Data Specification”) of this specification.

Newbuildings characteristics (must include):

- IMO Number;
- Ship name;
- Ship type and Hull type;
- DWT and GT;
- Builder and Builder country;

- Builder yard location;
- Hull number;
- Contract date;
- Year and month of build;
- Beneficial company and nationality;
- Major group or parent beneficial company and nationality;

Demolitions characteristics (must include):

- IMO number;
- Ship name;
- Class Society;
- Flag (at time of demolition);
- Date of demolition;
- Place of demolition;
- Country of demolition;
- Source of the data;
- Last Owner Company;
- Last Class;

Additional dates of effect as well as other additional details submitted in the proposal will be evaluated under the quality criteria of the tender as advantageous features.

For this Lot EMSA expects a complete set of data at the beginning of the data provision for this module (e.g. by January 2016) covering the previous 24 months period (that is, the last 2 years) for all newbuildings and demolitions registered during that period and regular updates, on a monthly basis, covering the latest changes, at the time of delivery, and new demolitions or newbuildings recorded. Fixed dates of delivery shall be defined in the relevant specific contract.

### **3. Contract management responsible body.**

The European Maritime Safety Agency – Unit B.3, in charge of Marine Environment & Port State Control – will be responsible for managing the contract.

### **4. Project Planning**

The estimated date for signature of the Framework contracts is the beginning of September 2015.

**Data samples:** Within the maximum of 15 days after the signature of the framework contract, the contractor shall supply free of cost test samples of all datasets to be provided under the framework contract (according to the requirements set under point 2.3.2 (“Technical Data Specification”) of this specification) to be internally processed, evaluated and fine-tuned, ensuring the success of the future deliveries.

**Delivery procedures:** The relevant specific contracts shall define the fixed dates for the deliveries and further particular technical details.

Upon success of data delivery the contractor must send an e-mail notification to EMSA using the following email address: [Marinfo.Notifications@emsa.europa.eu](mailto:Marinfo.Notifications@emsa.europa.eu).

**Online subscription:** The contractor shall provide EMSA with the necessary tools (codes, etc. for accessing online information services) within 20 days after the signature of the relevant specific contract.

## 5. Timetable

For the provision of initial datasets, delivery frequency and fixed delivery dates (the latter still to be defined):

Lot	Module	Module data	First Dataset Coverage and Delivery Date	Delivery Frequency (fixed dates to be defined in the Order Form)
1	A	Movements data	Complete set of historical data at the beginning of the year of the 1 <sup>st</sup> order form (e.g. January 2016) covering the previous 12 months	On a monthly basis
	B	Ports data	-	On a monthly basis
	C	Ships data	-	On a weekly basis
	E	Casualties data	Complete set of historical data at the beginning of the year of the 1 <sup>st</sup> order form (e.g. January 2016) covering the previous 12 months	On a monthly basis
	F	PSC data	Complete set of historical data at the beginning of the year of the 1 <sup>st</sup> order form (e.g. January 2016) covering the previous 12 months	On a monthly basis
2	A	Ship Historical data	-	On a weekly basis;
3	A	Ships' Engine data		One first set of data (e.g. January 2016) and two additional data sets during the year (e.g. June 2016 and November 2016)
4	-	Ships data	-	On a weekly basis
5	-	Newbuildings and Demolitions	Complete set of historical data at the beginning of the year of the 1 <sup>st</sup> order form (e.g. January 2016) covering the previous 24 months of all registered newbuildings and demolitions (that is, the last 2 years)	On a monthly basis

## **6. Value of the Contract**

The maximum budget available for this procurement is of EUR 1.028.000 excluding VAT, over the maximum duration:

- Lot 1: EUR 580.000
- Lot 2: EUR 200.000
- Lot 3: EUR 140.000
- Lot 4: EUR 64.000
- Lot 5: EUR 44.000

## **7. Terms of payment**

Payments shall be issued in accordance with the provisions of the **draft framework contracts** available on the Procurement Section under the call to tender EMSA/OP/16/2015 on the EMSA website at the following address: [www.emsa.europa.eu](http://www.emsa.europa.eu)

## **8. Terms of contract**

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

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. Financial guarantees**

Not applicable.

## **10. Sub-contracting**

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).

The tenderer must provide required evidence for the exclusion and selection criteria on its own behalf and when applicable on behalf of its subcontractors. The evidence for the selection criteria on behalf of subcontractors must be provided where the tenderer relies on the capacities of subcontractors to fulfil selection criteria<sup>1</sup>. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided will be checked to ensure that the tenderer and its subcontractors as a whole fulfil the criteria.

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<sup>1</sup> To rely on the capacities of a subcontractor means that the subcontractor will perform the works or services for which these capacities are required.

## 11. 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 14.5 & 15.1 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 (Joint 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 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](http://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](http://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 **13, 14.2-14.3** of these specifications (part of the Exclusion criteria)

**Part B:** all the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Economic and Financial capacity** (part of the Selection criteria) set out under point **14.4** 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 15** of these specifications. This entails a detailed description of the methodologies used in data collection, validation, quality and coherency, and the provided data sample(s). The sample data to be supplied in each Lot must be made available on a CD or USB stick, within the respective bid, with the purpose of allowing EMSA to assess the quality and level of detail of the contents in the proposal. The sample data on the CD/USB stick will be used for evaluation purposes only and does not necessarily have to correspond to the datasets actually ordered after the conclusion of the framework contracts. The tenderer might either choose to submit complete datasets or sample datasets covering information from all ships having IMO numbers between 7000000 and 8000000 and under coverage in this tender.

The bid must be accompanied by an annex containing a full list of the proposed variables based on the requirements, including any additional/optional fields made available by the tenderer.

The tenderers are also to supply, within the bid, the solutions proposed for the loading procedures of the data as well as a detailed ER diagram of all data entities involved and their relationships; the detailed ER diagram shall also be used to evaluate the bid in terms of data specification details.

**Part D:** 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 **14.5** of these specifications.

**Part E:** 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 15** of these specifications;

**Part F:** setting out **prices** in accordance with **point 12** of these specifications.

## **12. Price**

- Price for online subscription of data (Lots 1 and 2) shall also cover the licences for a minimum of five concurrent users with a possible option for more users.
- Price breakdowns for each module within the Lots shall be provided.
- The prices of the Lots must be equal to the sum of the prices of the individual modules entailed by the Lot.
- Prices must be quoted in Euro.
- Prices must be fixed amounts, non-revisable and remain valid for the duration of the contract.
- Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Union, EMSA is exempt from all duties, taxes and other charges, including VAT. This applies to EMSA pursuant to the Regulation 1406/2002/EC. These duties, taxes and other charges can therefore not enter into the calculation included in the bid. The amount of VAT must be shown separately.

## **13. 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.

## **14. Information concerning the personal situation of the service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required**

### **14.1 Legal position – means of proof required**

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

#### **14.2 Grounds for exclusion - Exclusion criteria**

To be eligible for participating 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 Union financial interests;
- f) they have been the subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

#### **14.3 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](http://www.emsa.europa.eu)) shall be completed and signed.

Please note that the tenderer to whom the contract is to be awarded shall provide additional proof evidencing eligibility.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

When the tenderer to be awarded the contract has already submitted relevant evidence to EMSA, it remains valid for 1 year from its date of submission. In such a case, the reference of the relevant project(s) should be mentioned and the Contractor is required to submit a statement of confirmation that their situation has not changed.<sup>4</sup>

#### **14.4 Economic and financial capacity – Selection criteria**

Requirements:

- The tenderer must be in stable financial position and the economic and financial capacity to perform the contract

Evidence:

- Financial statements for the last three years for which accounts have been closed.
- Statement of overall turnover and turnover relating to the relevant services for the last three financial years.
- Tenderers are exempt from submitting the documentary evidence if such evidence has already been completed and sent to EMSA for the purpose of another procurement procedure and still complies with the requirements. In this case the tenderer should simply indicate on the cover letter the procurement procedure where the evidence has been provided.
- If, for some exceptional reason which EMSA considers justified, a tenderer is unable to provide one or other of the above documents, he may prove his economic and financial capacity by any other document which EMSA considers appropriate. In any case, EMSA must at least be notified of the exceptional reason and its justification in the tender. EMSA reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

#### **14.5 Technical and professional capacity – Selection criteria**

The tenderer shall provide evidence of expertise in collecting and delivering comprehensive reliable data on marine information and data worldwide.

Such evidence of knowledge and experience in the field mentioned above shall be provided on the basis of a detailed description of the tenderer activities in similar projects.

For this purpose information on previous or on-going projects or contracts where the tenderer has competed and been awarded for the same types of data as in this procurement; statements or recommendations from previous or current clients and sources of information are required to assess this criteria.

## 15. 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:

Quality Criteria as weighted by percentage (70%):

1. Quality, comprehensiveness and coherency of data  
( $W_1 = 35\%$ )  
This quality criterion shall be evaluated according to the detailed description of the methodologies used in data collection, validation, quality and coherency, and the provided data sample(s).
  2. Data specification details (data dictionary, schema, identification of original sources)  
( $W_2 = 20\%$ )
  3. Provision of complementary/additional data, and/or additional fields in license rights, and/or possibility to retrieve data online  
( $W_3 = 15\%$ )
- and the price criterion and associated weighting: (The price of the Lot must be equal to the sum of the price of the individual module(s) entailed by that Lot otherwise the bid may become non-compliant and thus be rejected at the evaluation stage).
4. Price of the bid ( $W_{price} = 30\%$ ).

For all bids evaluators will give marks between 0-10 (half points are possible) for each quality criterion by Lot. The price of the bid, which will be under evaluation in the price criterion, is considered to be the sum of the prices of all modules composing the Lot (modules are not individually evaluated in terms of price).

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

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

Only bids that have reached a minimum of 60% for  $Q_1$  and 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 70% for the score  $S$  will be taken into consideration for awarding the contract.

**16. 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.

**17. 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 14 and 15 above or have been found to have seriously failed to meet their contractual obligations in an earlier procurement 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 to these 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.