

Invitation to tender
Procurement procedure N° EMSA/NEG/42/2015
for the calculation of a proxy correction coefficient for Lisbon

Subject & requirements	<p>The European Maritime Safety Agency (EMSA) is one of the EU's decentralised agencies.</p> <p>Based in Lisbon, the Agency provides technical assistance and support to the European Commission and Member States in the development and implementation of EU legislation on maritime safety, pollution by ships and maritime security.</p> <p>The European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) is also an EU decentralised agency located in Lisbon (further information is available here: http://www.emcdda.europa.eu/).</p> <p>Since EMSA's arrival in Portugal the correction co-efficient applied to the salaries of staff members has decreased every year from 93.2 to its current rate of 82.2. This can create problems for recruitment, retention, geographical balance and general staff morale.</p> <p>The calculation is carried out on the basis of the method laid down in Article 1 of Annex XI to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union which can be found at the following link: http://ec.europa.eu/civil_service/docs/toc100_en.pdf</p> <p>The purpose of the current tender is to obtain an independent survey of the cost of living in Lisbon including the definition of a proxy correction coefficient for Lisbon and for this purpose, EMSA invites you to submit an offer.</p> <p>Please note that EMCDDA will also have full access to the survey and the proxy correction coefficient as defined.</p> <p>The price shall be all-inclusive and expressed in euro.</p>
Deadline to submit bid	23/09/2015 12:00 Lisbon time
Manner of submission bid	NEG422015@emsa.europa.eu
Max value contract	2,000 Euro excluding VAT
Type of contract	Purchase order
Duration contract	3 months from contract signature, non-renewable.
Contract management responsible body	<p>Unit A.1, in charge of Human Resources</p> <p>Contact person: Steven Dunlop</p>
Contact	NEG422015@emsa.europa.eu

Award criteria	<p>Best price for quality (weightings)</p> <p>1. Quality of the methodology used to conduct the cost of living survey ($W_1 = 50\%$),</p> <p>and the price criterion and associated weighting:</p> <p>2. Price of the bid that equals the quoted price for the survey of the cost of living in Lisbon ($W_{\text{price}} = 50\%$).</p>
Validity of the bid until:	31/12/2015
<p>Signature and date Cristina Romay Lopez, Head of Unit A.1 Human Resources and Internal Support</p>	 21/09/2015
<p>Please consult the following documents while preparing your tender:</p> <ul style="list-style-type: none"> • <i>Low-Value Procurement Procedure – Tendering Conditions</i> • <i>Tenderers checklist</i> • <i>Statement subcontracting/joint offer</i> • <i>LEF and BAF</i> <p>Available at: http://www.emsa.europa.eu/work/procurement/calls.html</p>	