

Invitation to tender

Procurement procedure No. EMSA/NEG/26/2019

for EMAS support

<p>Subject & requirements</p>	<p>Services to support EMSA in its work to gain and maintain EMAS registration</p> <p>The European Maritime Safety Agency (EMSA) was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council for the purpose of ensuring a high, uniform and effective level of maritime safety. Among its tasks, the Agency performs visits & inspections worldwide and ensures readiness of maritime response and surveillance equipment and services for the use and final contracting by authorities of the EU Member States. Besides that, the majority of activities is office-based administration, conducted in EMSA's headquarters at Lisbon. EMSA's activities and structures are described on the EMSA website at: www.emsa.europa.eu. For visits & inspections EMSA has an ISO 9001:2015 certified quality management system. The broadening of this QMS and certification to all EMSA activities is planned.</p> <p>The Agency is now aiming towards a registration under EMAS (Eco-Management and Audit Scheme), including an ISO 14001:2015 certification. This EMAS registration shall cover all EMSA activities and structures. This procurement covers planning and supporting EMSA's preparative work to obtain and maintain the EMAS registration as soon as possible.</p> <p>This shall include, with EMSA, and in the scope of EMAS:</p> <table border="1" data-bbox="560 1406 1393 1912"> <tr> <td data-bbox="560 1406 1193 1536">a) Support in developing a time schedule to achieve EMAS registration as soon as possible, at maximum within a range of 24 months</td> <td data-bbox="1193 1406 1393 1536"></td> </tr> <tr> <td data-bbox="560 1536 1193 1697">b) Analysis of EMSA's situation vis-à-vis the requirements for obtaining EMAS registration, including the provision of the current relevant Portuguese legal requirements and familiarity with the EMAS data "Tools"</td> <td data-bbox="1193 1536 1393 1697"></td> </tr> <tr> <td data-bbox="560 1697 1193 1765">c) Preparing a management system and plan its implementation</td> <td data-bbox="1193 1697 1393 1765">Payment milestone (50%)</td> </tr> <tr> <td data-bbox="560 1765 1193 1850">d) Preparing the internal audit and address it by planning corrective actions</td> <td data-bbox="1193 1765 1393 1850"></td> </tr> <tr> <td data-bbox="560 1850 1193 1912">e) Preparing the final external audit</td> <td data-bbox="1193 1850 1393 1912">Payment milestone (50%)</td> </tr> </table> <p>The process of each stage from a) to e) shall be reflected in a progress</p>	a) Support in developing a time schedule to achieve EMAS registration as soon as possible, at maximum within a range of 24 months		b) Analysis of EMSA's situation vis-à-vis the requirements for obtaining EMAS registration, including the provision of the current relevant Portuguese legal requirements and familiarity with the EMAS data "Tools"		c) Preparing a management system and plan its implementation	Payment milestone (50%)	d) Preparing the internal audit and address it by planning corrective actions		e) Preparing the final external audit	Payment milestone (50%)
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	<p>report, complemented by the developed and compiled processes and information relevant to the EMAS / ISO:14001 requirements.</p> <p>To avoid any potential conflict of interest, the certification body shall not be associated to ship inspection and ship certification activities.</p> <p>The working language of the contract regarding the relation between the contractor and EMSA is English. Therefore, the assigned staff of the selected certification body shall be proficient in English language (at least B2 level according to Europass CV requirements) and all required documented deliverables to EMSA shall be in English language.</p> <p>Concerning the Portuguese laws and any required relations to Portuguese parties and material, the contractor must be familiar with current Portuguese requirements and language.</p>
Deadline to submit bid	19/07/2019 16:00 hrs (Lisbon time).
Manner of submission bid	<p>By email: NEG262019@emsa.europa.eu</p> <p>The following wording should be used for submission:</p> <p style="text-align: center;">European Maritime Safety Agency Call for tenders n° EMSA/NEG/26/2019 To the attention of Mr. Jens Affeld</p> <p>The size of the mail may not exceed 12 Mb per one email.</p> <p>Please note that an original hard copy of the offer including all accompanying documentation will be requested from the company to which the contract is awarded.</p>
Max value contract	EUR 7000 excluding VAT.
Type of contract	<p>Service Contract</p> <p>Submission of a bid implies full acceptance of the Contract attached to this Invitation to Tender and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. These requirements are binding on the tenderer to whom the contract is awarded for the whole duration of the contract.</p>
Duration contract	Until successful conduct of the EMAS audit, but for a period not exceeding 24 months from contract signature.
Contract management responsible body	<p>EMSA Unit - A.2, in charge of Legal, Financial & Facilities Support</p> <p>Contact person: Jens Affeld, Senior Project Officer, EMAS</p>
Contact	NEG262019@emsa.europa.eu

Exclusion criteria	<p>To be eligible to participate in this contract award procedure, a tenderer must not be in any of the exclusion situations listed in the Declaration of Honour.</p> <p>For this purpose the Declaration of Honour, attached to this Invitation to Tender and also available on the Procurement Section of EMSA's website (www.emsa.europa.eu), shall be completed and signed.</p>
Selection criteria Technical and professional capacity	<p>Requirements</p> <ul style="list-style-type: none"> • The tenderer must have a minimum of three years of previous experience and technical capacity to provide consultancy on certification under ISO 14001:2015 and on registration under EMAS. • Personnel delivering the consultancy must be experienced in the above aspects. They shall be familiar with operating the EMAS data "Tools" and be fluent in Portuguese and English language. <p>Evidence:</p> <ul style="list-style-type: none"> • Proof confirming at least three years of business activity in consultancy on ISO 14001:2015 and/or EMAS. • CVs of personnel who will deliver the consultancy.
Award criteria	<p>Quality criterion (W_1= 30%): Quality of the proposed methodology and planning for the execution of the (a) to e)) tasks requested under the <i>Subject & requirements</i> section, including schedule;</p> <p>and the price criterion and associated weighting:</p> <p>Price of the bid (W_Price= 70%): Price of the full package of proposed tasks.</p>
Validity of the bid until	3 months after submission date.
Authorising Officer	<p>Manuela Tomassini, Acting Head of Corporate Services - Department A</p>  <p style="text-align: right;">- 1 JUL 2019</p>
<p>While preparing your tender, please consult the draft Service Contract and the following documents attached to this Invitation and/or available on the Procurement Section on the EMSA website www.emsa.europa.eu (Tabs: Working with Us - Procurement – Call for tenders):</p> <ul style="list-style-type: none"> ▪ <i>Very Low value and Low Value Procurement Procedure – Tendering Conditions</i> ▪ <i>Tenderer's checklist</i> ▪ <i>Declaration on Honour</i> ▪ <i>Statement subcontracting/joint offer (if applicable)</i> ▪ <i>Legal Entity Form and Financial Identification Form</i> 	