

Invitation to tender

Procurement procedure No. EMSA/NEG/37/2022 for Provision of training services related to AED

Subject & requirements	Maintenance and training services related to EMSA's AED Please see Appendix I for more detailed requirements
Deadline to submit bid	14/12/2022 by 16:00 hrs (Lisbon time)
Manner of submission bid	By email: neg372022@emsa.europa.eu
Max value contract	EUR 15,000.00 excluding VAT
Type of contract	Framework Service Contract (attached to this Invitation to Tender)
Duration contract	48 months from contract signature
Contract management responsible body	EMSA Unit - 4.2, in charge of Legal, Finance & Facilities Contact person: CUNHA Joao (EMSA)
Contact	neg372022@emsa.europa.eu
Exclusion criteria	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. For this purpose the Declaration of Honour available on the Procurement Section of EMSA's website (www.emsa.europa.eu) shall be completed and signed.
Selection criteria Legal and Regulatory capacity	Requirements: The tenderer must have the legal and regulatory capacity to pursue the professional activity needed for performing the contract. Evidence: certification issued by Portuguese National Institute of Medical Emergency (INEM).
Selection criteria Economic and financial capacity	<u>Requirements:</u> <ul style="list-style-type: none"> a) The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract. b) The tenderer must not be subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU) substantially affecting the performance of the contract (e.g., asset freezes and/or a prohibition on making funds or economic resources available). The prohibition applies throughout the whole performance of the contract. <u>Evidence:</u> <ul style="list-style-type: none"> a) Declaration on Honour b) Self-declaration that the tenderer is not subject to restrictive

	measures (e.g., asset freezes and/or a prohibition on making funds or economic resources available) substantially affecting the performance of the contract.
Selection criteria Technical and professional capacity	<p>Requirements: The tenderer must have the technical and professional capacity needed for performing the contract, in particular, the tenderer must:</p> <ul style="list-style-type: none"> a) have experience of at least four (4) years in performing preventative and corrective maintenance of AEDs; b) experience in providing AED training in English (minimum B2 level). <p>Evidence: The tenderers must present the following evidence:</p> <ul style="list-style-type: none"> a) Information on the provision of comparable services for the last four years (list of clients shall be provided); b) CV of personnel who will be delivering the trainings, professional experience and knowledge of English.
Award criteria	<p>Best price for quality (weightings)</p> <ul style="list-style-type: none"> 1. Quality criterion 1 ($W_1 = 25\%$), Proposed training plan, especially approach to annual refresh courses and simulation/drill; 2. Quality criterion 2 ($W_2 = 25\%$), Methodology for implementation of contract, including means of communication with EMSA and delivery timelines. <p>and the price criterion and associated weighting:</p> <ul style="list-style-type: none"> 3. Price of the bid ($W_{Price} = 50\%$). Price of the scenario included in Appendix III "Maintenance and training services". <p>Only tenders that have reached minimum 60% per quality criterion 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. Please refer to the formula published in the "Very Low and Low-Value procurement procedure Tendering Conditions".</p>
Validity of the bid until	31/05/2023
Authorising Officer	Dominika Łempicka-Fichter, Head of Corporate Services - Department 4
<p>While preparing your tender, please consult the draft Framework 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"> ▪ Very Low value and Low Value Procurement Procedure – Tendering Conditions ▪ Tenderer's checklist ▪ Declaration on Honour ▪ Statement subcontracting/joint offer (if applicable) ▪ Legal Entity Form and Financial Identification Form 	

Appendix I

1. Objective, scope and description of the contract

The objective of the contract is to establish a Framework Service Contract for preventative and corrective maintenance services of EMSA's automatic external defibrillator (AED), model Zoll AED Plus from 2009, including the supply of spare parts and products, as well as for the respective training of EMSA staff members and contractors.

Although EMSA will predominantly purchase the proposed equipment and services, tenderers are encouraged to add their full catalogue to their bid, as EMSA may request other items from the full catalogue, based on a request for services.

1.1 Preventative maintenance

The contractor shall perform preventative maintenance of the AED at least once per year. Preventative maintenance shall include:

- a) At least an annual inspection of the AED, AED programme, batteries, set of electrodes, spare set of electrodes, first aid kit, and other relevant elements;
- b) Upon completion of the annual inspection, provision of a report on the maintenance services carried out, date of the maintenance, troubleshooting, products supplied, and other relevant issues;
- c) Annual report to be presented to the Portuguese National Institute of Medical Emergency (INEM) on the status of the EMSA's AED and AED programme;
- d) Annual certification of EMSA's AED and AED programme, including registration at INEM.

1.2 Corrective maintenance

The contractor shall perform corrective maintenance depending on immediate needs communicated by EMSA or identified by the contractor during annual preventative maintenance. Corrective maintenance shall include:

- a) Upon failure of EMSA's AED, delivery of a replacement defibrillator, collection of the faulty device, and assessment of repair costs;
- b) Hands-on corrective maintenance of faulty device;
- c) Supply of a new AED, spare parts and/or products necessary to the proper functioning of the AED, including batteries, set of electrodes, spare set of electrodes, first aid kit;
- d) Audit and incident report of the status of the AED following the corrective maintenance showing the date of the maintenance, troubleshooting, products supplied, and other relevant issues.

1.3 Training services

The contractor shall perform training at EMSA Headquarters in Lisbon. The trainings shall include:

- a) Training on basic life support with AED for a maximum number of 6 (six) EMSA staff members/contractors, in line with INEM's requirements;
- b) Training material, including manuals, face shield training masks, and CPR facemasks in hard carry cases;

- c) At least one annual simulation/drill;
- d) Annual training refresh courses, including training materials as described above in b);
- e) Provision of badges with a validity of 5 (five) years, certifying that the holder has AED operational training on basic life support, after the compulsory training;
- f) Provision of respective certificate for each trained staff member/contractor.

2. Price

- a) Prices shall be all inclusive, in particular of transportation of personnel, equipment, and products, respective insurances, and warranty (for any purchase made under the contract). Prices shall be quoted using Appendixes II and III for Provision of training services related to AED and shall include:
 - Price list of spare parts and products mentioned above in Points 1.1 and 1.2 (Appendix II);
 - Preventative Maintenance: single price per year for preventative maintenance, including the elements described above in Point 1.1 (Appendix III);
 - Corrective Maintenance: price per one hour of work during working hours (08h00-20h00) and a price outside working hours (which will also be applicable to weekends and national public holidays), for the tasks described above in Point 1.2 (Appendix III);
 - Training Services: price for training a group of staff of maximum 6 (six) EMSA staff members/contractors, for an annual simulation/drill, and for refresh courses (Appendix III).
- b) Prices must be fixed amounts and non-revisable.
- c) Prices must be quoted in euro.
- d) 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.

Appendix II - Price List of spare parts and products for EMSA's AED maintenance

Tenderers must complete this price list and submit it together with the bid.
Please note that failure to fill in this price list may lead to the rejection of your offer.

Tenderer	
Date (DD/MM/YY)	
Signature	

List of spare parts and products

Description	Price exc. VAT	Comments
1. AED		<i>(Please describe the AED model)</i>
2. Batteries		
3. Set of electrodes		
4. Spare set of electrodes		
5. First aid kit		
6.		
7.		
8.		
9.		
10.		
11.		
TOTAL		

Appendix III - Maintenance and training services

Tenderers must complete this price list and submit it together with the bid.
Please note that failure to fill in this price list may lead to the rejection of your offer.

Tenderer	
Date (DD/MM/YY)	
Signature	

Maintenance services

Description	Prices for implementation (Excluding VAT)	Scenario for evaluation purposes (Excluding VAT)
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Preventative maintenance

Annual preventative maintenance	Price per item	Price for 4 items

Corrective maintenance

During working hours (Monday to Friday, 08h00 – 20h00)	Price per hour of work	Price for 10 hours of work
Outside working hours, during weekends and national public holidays	Price per hour of work	Price for 10 hours of work

Training services

Training on basic life support with AED	Price per group of 6 EMSA staff members/contractors	Price for 4 groups of 6 EMSA staff members/contractors
Annual simulation/drill	Price per item	Price for 4 items
Annual training refresh course	Price per item	Price for 4 items

Total price of scenario for Evaluation purposes

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