

Invitation to tender

Procurement procedure No. EMSA/NEG/1/2023

for Provision of flags

Subject & requirements	<p>Provision of flags</p> <p>The purpose of this contract is the provision of flags, flag poles and their accessories at any moment. EMSA uses flags outside the Agency, at its entrance hall, in ships, in the conference centre and in meeting rooms.</p> <p>Additionally, the EMSA flag is used in EMSA, on vessels and in locations of EMSA activities.</p> <p>The tenderer must be able to provide all item types listed in Appendix I and shall provide their full catalogue(s) of items available for purchase, which should contain a large range with description, mentioning the model and characteristics of each item.</p> <p>Prices quoted in Appendix I must be fixed amounts and non-revisable unless otherwise specified in the contract.</p> <p>The Agency reserves the right to request quotations for one-off purchases outside the Appendix I listed supplies. In that case, the contractor shall receive a request for quotation by e-mail to which they must provide an offer as per contractual provisions.</p> <p>The tenderer shall take into consideration the following minimum requirements when preparing their offers (including price offers):</p> <ul style="list-style-type: none"> • Flag materials shall be of high quality nylon or polyester to ensure high durability; • Outdoor flags shall have all-round hems with double stitching; • Outdoor flags materials must meet the atmospheric conditions to which these may be exposed, particularly strong winds and UV rays; • Flags must respect the official colours/pantones of their countries or the specifications of the EMSA logo. <p>Please see Appendix I: Supply price list</p>
Deadline to submit bid	06/03/2023 before 16:00 hrs (Lisbon time)
Manner of submission bid	By email: neg12023@emsa.europa.eu
Max value contract	EUR 10,000.00 excluding VAT
Type of contract	Framework Supply 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: BARAONA Francisco (EMSA)
Contact	neg12023@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 Economic and financial capacity	<u>Requirements:</u> 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> 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	<u>Requirements:</u> The tenderer must have a previous experience on the market in supplying flags, flag poles and its accessories for at least three years. <u>Evidence:</u> 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.
Award criteria	The contract will be awarded to the tenderer that offers the lowest price.
Validity of the bid until	31/8/2023
Authorising Officer	Andrea Iber, Head of Legal, Finance & Facilities - Unit 4.2
<p>While preparing your tender, please consult the draft Framework Supply 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: Supply price list¹

QUANTITY	DESCRIPTION	LENGTH	HEIGHT	PRICE
1	Outdoor flag 100% customised with EMSA logo	2.60m	1.80m	
1	Indoor Flag 100% customised with EMSA logo	1.30m	0.90m	
1	Indoor flags	1.30m	0.90m	
1	Outdoor flags	2.60m	1.80m	
1	Flags for ships	1m	1.50m	
1	Table flags	15cm	10cm	
1	Table flags with metal base with 3 cups	5cm	30cm	
1	Wooden interior base with 1 cup			
1	Wooden interior base with 2 cups			
1	Wooden pole		2m	
1	Wooden pole with spearhead		2.20m	
Total / Bid price in Euro:				

¹ Note that the prices quoted shall match the items referenced in the offers, quality wise