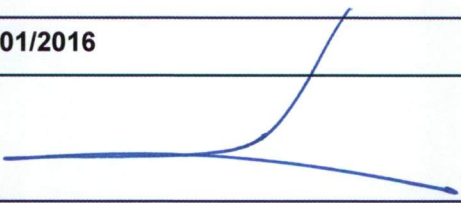


## Invitation to tender

Procurement procedure N° EMSA/NEG/34/2015

for 'Deep cleaning of external glazed parts of the EMSA building'

<b>Subject &amp; requirements</b>	<p>The European Maritime Safety Agency (EMSA) is launching an invitation to tender for deep cleaning of the external glazed part of the EMSA building.</p> <p>The works required are as follows:</p> <ul style="list-style-type: none"> <li>• Deep cleaning of the external glazed parts (including frames) of the whole EMSA building.</li> <li>• It should be noted that part of the external glazed parts are covered with sun filter protection.</li> <li>• All works shall include the protection of the areas to intervene, cleaning the surfaces and area of intervention and removal of surplus materials.</li> <li>• The "actual" state and conditions of the windows, the sun filter protection and the surface of glazed part to be cleaned can be assessed during the on-site visit.</li> </ul> <p>Cleaning products to be used:</p> <ul style="list-style-type: none"> <li>• Products used should be non-toxic and environmental friendly.</li> <li>• The tenderer should provide the technical sheets for the proposed cleaning products.</li> </ul> <p>The technical team responsible for the works must be fully covered by an insurance scheme. The insurance certificates of the technical team should be available upon EMSA request.</p> <p>The tenderer shall mention the <b>duration</b> of the works in days and hours. The duration of the works shall not exceed 15 calendar days.</p> <p>Tasks may have to be carried out on weekends or outside the Agency's working hours.</p>
<b>Deadline to submit bid</b>	<b>30/07/2015 at 12:00 Lisbon time</b>
<b>Manner of submission bid</b>	By email: <a href="mailto:NEG342015@emsa.europa.eu">NEG342015@emsa.europa.eu</a>
<b>Max value contract</b>	3.500 Euro excluding VAT The price offer must be all inclusive (including the costs of all works, materials, transport and insurance).
<b>Type of contract</b>	Purchase Order
<b>Duration contract</b>	6 months from contract signature
<b>Contract management responsible body</b>	Unit A.2.3 in charge of Facility & Logistics Contact person: João Cunha
<b>Contact</b>	<a href="mailto:NEG342015@emsa.europa.eu">NEG342015@emsa.europa.eu</a>
<b>On-site visit</b>	between 15/7/2015 and 16/07/2015 ( 09:00 to 17:00) and written request to be send to <a href="mailto:NEG342015@emsa.europa.eu">NEG342015@emsa.europa.eu</a> before 13/07/2015
<b>Exclusion criteria</b>	<b><i>Declaration on Honour</i></b>
<b>Award criteria</b>	<p><b>Best price for quality (weightings)</b></p> <p>1. Quality criterion 1 (<math>W_1 = 25\%</math>), Quality of the project proposal:</p>

	<p>Description of the cleaning method (washing technique, starting point of the cleaning works, etc.).</p> <p>2. Quality criterion 2 (<math>W_2 = 25\%</math>), Quality of the project proposal: Description of the equipment to be used (equipment used for the cleaning itself and equipment to reach the windows to be cleaned (taking into account the safety measures).</p> <p>and the price criterion and associated weighting:</p> <p>3. Price of the bid (<math>W_{Price} = 50\%</math>).</p> <p>For all bids evaluators will give marks between 0-10 (half points are possible) for each quality criterion.</p> <p>The score is calculated as</p> $S = SQ + SP$ <p>where:</p> <p>The average quality for quality criterion <math>i</math> is</p> $Q_i = \frac{1}{\text{number of evaluators}} * \sum_{\text{evaluator}} \text{mark of the evaluator for quality criterion } i$ <p>The overall weighted quality is</p> $Q = \sum_i Q_i * W_i$ <p>The score for quality is</p> $SQ = \frac{Q}{Q \text{ of the bid with highest } Q} * 100 * \sum_i W_i$ <p>The score for price is</p> $PP = \sum_i \frac{\text{lowest Price}_i \text{ of all bids}}{\text{Price}_i} * 100 * W_{Price_i}$ <p>Only bids that have reached a minimum of 60 % for <math>Q_1</math>, a minimum of 60% for <math>Q_2</math> will be taken into consideration when calculating the score for quality <math>SQ</math>, score for price <math>SP</math> and score <math>S</math>.</p>
<b>Validity of the bid until:</b>	<b>30/01/2016</b>
<b>Signature and date</b> Isabel Torné Head of Department Corporate Services	 <p>- 6 JUL 2015</p>
<p>Please consult the following documents while preparing your tender:</p> <ul style="list-style-type: none"> <li>• Low-Value Procurement Procedure – Tendering Conditions</li> <li>• Purchase Order</li> <li>• Tenderers checklist</li> <li>• Statement subcontracting/joint offer</li> <li>• Declaration on Honour</li> <li>• LEF and BAF</li> </ul> <p>Available at: <a href="http://www.emsa.europa.eu/work/procurement/calls.html">http://www.emsa.europa.eu/work/procurement/calls.html</a></p>	