

Lisbon, 15 SEP 2015

Invitation to Tender N°.EMSA/OP/23/2015

Supply of Office Furniture and Associated Services

(Open Procedure)

Dear Sir/Madam,

1. The European Maritime Safety Agency (EMSA) is planning to award the public contract referred to above. The tender documentation consists in this letter, the tender specifications with its appendixes and the draft contract.
2. Tenderers who wish to submit an offer are invited to send to the Agency a bid duly signed by their authorised representative, together with three copies of their bid, strictly identical to the original bid (total: 1 original and 3 copies). Bids can be submitted in three different ways:

(a) either by registered post

in this case the bid should be posted not later than **6th of November 2015** (the stamp of the **post office** acting as proof).

(b) or by hand-delivery

in this case hand delivery should be made not later than 17h00 (Lisbon local time) on **6th of November 2015**

A dated and signed receipt issued by an official of EMSA **has to be requested by the person delivering the bid as** proof of delivery of the bid.

(c) or by private courier service

in this case the bid should be 'deposited' with the Private courier service not later than **6th of November 2015** (the slip issued by the private courier services acting as proof).

In whichever form the bid is submitted, the following address should be used:

European Maritime Safety Agency
Mr João Cunha
European Maritime Safety Agency (EMSA)
Praça Europa 4
1249-206 Lisboa
Portugal

3. Bids must be submitted in two envelopes, one inside the other. Both envelopes are to be sealed. The inner envelope must be marked as follows:

Call for tenders N°. EMSA/OP/23/2015
NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT
To the attention of Mr João Cunha

The outer envelope must be marked as follows:

Call for tenders N°. EMSA/OP/23/2015
To the attention of Mr João Cunha

If self-sealed envelopes are used, they must be closed by adhesive tape with the sender's signature written across it.

4. Tenders must be

- signed by the tenderer or his duly authorised representative;
- perfectly legible so that there can be no doubt as to words and figures;
- drawn up using the model reply forms in the specification.

5. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect shall be until 31/06/2016.
6. The bids will be opened on 16 November 2015 at 14.00h (Lisbon local time), in the offices of the European Maritime Safety Agency, Praça Europa 4, 1249-206 Lisboa, Portugal.

This opening session will be public. A representative of each tenderer may attend the opening of the bids. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices indicated in each received bid will not be communicated. Should you wish to attend, please send a request (at least 5 calendar days before the date of the opening) to the following e-mail address: OPEN232015@emsa.europa.eu indicating the name of the attending person and the tenderer he/she represents.

7. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract 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 duration of the contract.
8. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

9. The tender specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are available under the Procurement Section relevant to the present call to tender on the EMSA website at the following address: www.emsa.europa.eu

10. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- **Before the final date for submission of tenders:**

- * At the request of the tenderer, EMSA may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing and sent to the following e-mail address OPEN232015@emsa.europa.eu

EMSA is not bound to reply to requests for additional information made less than five working days before the deadline for submission of tenders..

- * EMSA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
- * Any additional information including that referred to above will be published on EMSA website in the Procurement section. The website will be updated regularly and it is tenderers' responsibility to check for updates and modifications during tendering.

- **After the opening of tenders**

- * If clarification is required or if obvious clerical errors in the tender need to be corrected, EMSA may contact the tenderer provided the terms of the tender are not modified as a result.

11. An on-site visit may be scheduled between 21/09/2015 and 30/10/2015 (excluding weekends). Written request for dates of the visits must be sent to: OPEN232015@emsa.europa.eu before 29/10/2015.

12. Public Procurement rules applying to calls for tender launched by EMSA are contained in the EMSA Financial Regulation available under the Financial Regulations section on the EMSA Website (www.emsa.europa.eu)

13. This invitation to tender is in no way binding on EMSA. EMSA contractual obligation commences only upon signature of the contract with the successful tenderer.

14. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

15. Once EMSA has opened the tender, the document shall become the property of EMSA and it shall be treated confidentially.

16. Tenderers will be informed of the outcome of this procurement procedure by email or fax. It is the tenderers' responsibility to provide a valid email address and fax number together with your contact details in your tender offer and to check it regularly.
17. If tenderer's offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
18. Processing your reply to the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Head of Unit A.2 - Legal, Financial & Facilities Support.
19. Details concerning processing of your personal data are available on the privacy statement "Information on personal data protection in procurement procedures" at:
<http://www.emsa.europa.eu/about/personal-data-protection.html>
20. Your personal data may be registered in the Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in the Commission Regulation 2008/1302 of 17.12.2008 of the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

Yours faithfully,



Isabel Torné
Head of Department
Corporate Services