

Tender specifications

Attached to the Invitation to tender No. EMSA/OP/19/2017 for provision of audio visual equipment and maintenance support

1. Introduction

The European Maritime Safety Agency (EMSA) was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council¹ for the purpose of ensuring a high, uniform and effective level of maritime safety. Among its tasks, the Agency “shall provide the Member States and the Commission with the technical and scientific assistance needed and with a high level of expertise, in order to help them to apply Community legislation properly in the field of maritime safety and prevention of pollution by ships, to monitor its implementation and to evaluate the effectiveness of the measures in place”. In order to do so, the Agency implements its projects and performs its tasks by interacting with several external parties: the European Commission, representatives from the Member States and external contractors only to mention some of them. Meetings, conferences, workshops and training sessions are organised by EMSA on a regular basis. Therefore, equipped meeting room facilities are required.

2. Objective, scope and description of the contract

2.1.) Objective and Scope

The procurement procedure shall result in the signature of a framework supply contract with one successful tenderer for the provision of audio visual equipment and maintenance support for the meeting rooms and conference center.

The purpose of the contract is the provision of audio visual equipment, audio visual equipment maintenance checks, rental of audio visual equipment, training and technical support.

The tenderer must be able to provide a full product suite in multimedia systems as well as equipment that include but are not limited to image projection, video-conferencing, live streaming, and interpretation systems. The tenderer must also be able to undertake full service and onsite support.

The tenderer must be able to provide monthly maintenance of the in house audio visual equipment in the meeting rooms and conference center. The tenderer must also be available at short notice for maintenance in the case of an emergency. The maintenance checks are to be conducted by two experienced technicians with duration of at least six hours. The preferred time for the maintenance checks is between 09:30 and 16:30 with one hour lunch break.

The tenders shall be able to provide rental equipment when necessary. For example, specialized equipment requested or in the case of malfunctioning equipment the rental equipment may be required for ongoing meetings until new equipment is ordered, delivered and installed. Rental equipment that could be requested are projectors, Bosch DCN microphones, Matrix, Bosch DCN central system, video conferencing equipment, livestreaming equipment, microphones, Bosch IR receivers, loudspeakers, mixing table, CD players and special lighting.

¹ Regulation (EC) No 1406/2002 of the European Parliament and of the Council of 27 June 2002 establishing a European Maritime Safety Agency (OJ L 208, 5.8.2002, p.1.).

The tenderer shall provide A/V technical support required for meetings with simultaneous interpretation or any special audio visual requests (for example live streaming, video conferencing, support for large conferences or other requests). The A/V technical support is required for the EMSA Administrative Board meetings that take place three times per year in March, June and November with two day duration. The technician shall set-up and test the equipment prior to the meeting and any other required assistance during the meeting. One technician is required for eight working hours from 08:30 to 17:30 (with one hour lunch break).

The EMSA meeting rooms facilities consist of 13 meeting rooms (between 37 m2 and 81 m2) and one conference center (506m2) which are equipped with the below items:

- Nine meeting rooms are equipped with Sony VPL-CX150 ceiling mounted projectors and Da-Lite motorised screens. Two of these rooms are equipped with amplifiers and Bose speakers.
- One meeting room is equipped with a Sony VPL FH300L beamer, motorised screen, six Sony 42" screens, Polycom video conferencing system 7000 hdx, Bosch DCN central control, 28 Bosch DCN microphones, three infrared Sony tie microphones, three Sony handheld microphones, two Extron touch-link control screens integrated through a matrix and mixing table.
- One meeting room is equipped with Sony VPL FE40 projector, Da-Lite motorised screen, two Sony screens, speaker system and 12 Bosch DCN microphones, two Sure infrared tie microphones, one interpretation booth, Bosch DCN central control unit and mixing table.
- One meeting room is equipped with Sony VPL PHZ10 laser projector and motorised screen.
- One meeting room is equipped with a 70" Sharp Monitor LC-70LE747.
- The conference center is equipped with two large projectors model SONY WUXGA, two large Da-Lite motorised screens, eight Sony 42" screens, Bosch central control unit, 30 Bosch DCN microphones, six interpretation booths fully equipped, four Bosch infrared transmitters, 80 participant IR receivers, three Bosch dome cameras, recorder, tie-clip microphones, handheld microphones and video conferencing system Polycom 6000 hdx, two Extron touch-link control screens all integrated through an Extron matrix system and mixing table.

The conference center and meeting rooms are located at the EMSA headquarters in Praça Europa 4, 1249-206 Lisbon.

2.2.) Offer shall include:

- A general technical part including a description of the methodology, project plan and proposed team for the supply of equipment, maintenance checks, rental of equipment, and technical support for meetings to be provided during contract duration.
- Tenderer shall indicate the minimum notice period required to arrange the maintenance checks. A sample checklist and/or report for the maintenance checks shall be included.
- The tenderer shall provide a non-exhaustive list of rental equipment available and the daily rental fees.
- The daily fee for the A/V technical support for meetings shall be included in the proposal.

- For the equipment supply and maintenance checks the tenderer shall take into consideration the Appendix I: Scenarios for evaluation (1a, 1b and 2). For the equipment supply evaluation scenarios 1a and 1b the tenderer shall include a project plan, methodology of supply, delivery, installation, system integration, ease of use of the system and training specific for the scenarios.

2.3) Description of contract:

The contractor shall receive a request for quotation with the description of the equipment and/or services required with the dates and location. Based on these details the contractor shall be asked to submit a quotation which will include: delivery costs, installation costs (if applicable) and any additional costs. If the proposal is accepted by EMSA an order form shall be launched for the equipment and/or services .

3. Contract management responsible body

EMSA– Unit A.1.2, in charge of Internal Support - Events shall be responsible for managing the contract.

4. Project Planning

EMSA may request meetings between the Agency and the contractor in order to follow up on the implementation of the contract.

5. Timetable

The estimated date for signature of the contract is November 2017.

6. Estimated Value of the Contract

The maximum budget available for this contract is EUR 400,000.00 excluding VAT.

7. Terms of payment

Payments shall be issued in accordance with the provisions of the **draft contract** available in the Procurement Section under the call to tender EMSA/OP/19/2017 on EMSA's website (www.emsa.europa.eu).

8. Terms of contract

When drawing up a bid, the tenderer should bear in mind the terms of the draft contract.

EMSA may, before the contract is signed cancel the award procedure without the tenderers being entitled to claim any compensation.

9. Subcontracting

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners he shall indicate in his offer which part will be subcontracted, as well as the name and qualifications of the subcontractor or partner. It should be noted that the overall responsibility for the work remains with the tenderer.

The tenderer must provide required evidence for the exclusion and selection criteria on its own behalf and, when applicable, on behalf of its subcontractors. The evidence for the selection criteria on behalf of subcontractors must be provided where the tenderer relies on the capacities of subcontractors to fulfil selection criteria. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided will be checked to ensure that the tenderer and its subcontractors as a whole fulfil the criteria.

10. Requirements as to the tender

Bids can be submitted in any of the official languages of the EU. However, as the main working language of the Agency is English, bids should preferably be submitted in English and should in particular include an English version of the documents requested under points 13.5 and 14 of the present tender specifications.

The tenderer must comply with the minimum requirements provided for in these tender specifications. This includes compliance with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU of the European Parliament and of the Council.²

The tenderer shall complete the Tenderer's Checklist.

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners (Joint Offers) he shall indicate it in his offer by completing the form "Information regarding joint offers and subcontracting".

The tender must be presented as follows and must include:

- a) **A signed letter** indicating the name and position of the person authorised to sign the contract and the bank account to which payments are to be made.
- b) **The Financial Form** completed, signed and stamped. This document is available on the Procurement Section (Financial Form) of EMSA's website (www.emsa.europa.eu).
- c) **The legal Entity Form** completed, signed and stamped along with the requested accompanying documentation. This document is available on the Procurement Section (Legal Entity Form) of EMSA's website (www.emsa.europa.eu).

Tenderers are exempt from submitting the Legal Entity Form and Financial Form requested if such a form has already previously been completed and sent either to EMSA or any EU Institution. In this case the tenderer should simply indicate on the cover letter the bank account number to be used for any payment in case of award.

Part A: All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the points **9, 12, and 13.2** of these specifications (part of the exclusion criteria).

Part B: All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Economic and Financial capacity** (part of the Selection criteria) set out under point **13.4** of these specifications.

² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

Part C: All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Technical and professional capacity** (part of the Selection Criteria) set out under point **13.5** of these specifications.

Part D: All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Award Criteria** set out under point **14** of these specifications.

Part E: Setting out **prices** in accordance with **point 11** of these specifications.

11. Price

- a) Prices for the provision of audio visual equipment and maintenance support must be quoted separately as follows:
 - Price of equipment
 - Price of installation
 - Price of delivery
 - Price for maintenance
 - Price for services (rental and technical support)
- b) Prices must be quoted in Euro.
- c) Prices must be fixed amounts, non-revisable and remain valid for the duration of the contract.
- d) Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Union, EMSA is exempt from all duties, taxes and other charges, including VAT. This applies to EMSA pursuant to the Regulation (EC) No 1406/2002. These duties, taxes and other charges can therefore not enter into the calculation included in the bid. The amount of VAT must be shown separately.

12. Joint Offer

Groupings, irrespective of their legal form, may submit bids. Tenderers may, after forming a grouping, submit a joint bid on condition that it complies with the rules of competition. Such groupings (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid.

Each member of the consortium must provide the required evidence for the exclusion and selection criteria. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

If awarded, the contract will be signed by the person authorised by all members of the consortium. Tenders from consortiums of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member or group.

13. Information concerning the personal situation of the tenderer and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required

13.1 Legal position – means of proof required

When submitting their bid, tenderers are requested to complete and enclose the **Legal Entity Form** and requested accompanying documentation, available in the Procurement Section (Legal Entity Form) of EMSA's website (www.emsa.europa.eu).

13.2 Grounds for exclusion - exclusion criteria

To be eligible to participate in this contract award procedure, a tenderer must not be in any of the following exclusion situations:

- a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
- b) it is subject to a final judgement or a final administrative decision establishing that it is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract ;
- c) it is subject to a final judgement or a final administrative decision establishing that it is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - ii. entering into agreement with other persons with the aim of distorting competition;
 - iii. violating intellectual property rights;
 - iv. attempting to influence the decision-making process of the contracting authority during the award procedure;
 - v. attempting to obtain confidential information that may confer upon it undue advantages in the award procedure ;
- d) it is subject to a final judgement establishing that the person is guilty of any of the following:
 - i. fraud
 - ii. corruption
 - iii. participation in a criminal organisation
 - iv. money laundering or terrorist financing
 - v. terrorist-related offences or offences linked to terrorist activities
 - vi. child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council
- e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
- f) it is subject to a final judgement or a final administrative decision establishing that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95
- g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:
 - i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the

- responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
- ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
- iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
- iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or
- v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

13.3 Legal and regulatory capacity – Selection criteria

13.3.1 Requirements:

The tenderer must have the legal and regulatory capacity to pursue the professional activity needed for performing the contract.

13.4 Economic and financial capacity – Selection criteria

13.4.1 Requirements:

- a) The tenderer must be in a stable financial position and must have the economic and financial capacity to perform the contract

13.4.2 Evidence:

- a) Financial statements or their extracts for the last two years for which accounts have been closed.
- b) Statement of the overall turnover and, where appropriate, turnover relating to the relevant services for the last two financial years available.
- c) Tenderers are exempt from submitting the documentary evidence if such evidence has already been completed and sent to EMSA for the purpose of another procurement procedure and the provided documents are up-to-date. In this case the tenderer should simply indicate on the cover letter the procurement procedure where the evidence has been provided.
- d) If, for some exceptional reason which EMSA considers justified, a tenderer is unable to provide one or other of the above documents, he may prove its economic and financial capacity by any other document which EMSA considers appropriate. In any case, EMSA must at least be notified of the exceptional reason and its justification in the tender. EMSA reserves the right to request at any moment during the procedure any other document enabling it to verify the tenderer's economic and financial capacity.

13.5 Technical and professional capacity – Selection criteria

13.5.1 Requirements:

The technical and professional capacity shall be evaluated and verified in accordance with the elements here below:

The tenderer must have at least three years of experience in supplying and installing audio visual equipment and three years of experience in regular maintenance of audio visual equipment.

The proposed team shall consist of a minimum of three A/V technicians of which one will be appointed team leader. The audio visual technicians shall have at least three years of experience in at least one of the categories: audio visual equipment installations, maintenance checks, technical support and training of audio visual equipment.

13.5.2 Evidence:

- List of services provided and delivered in the last three years.
- List of proposed team for installation of equipment, maintenance checks, and technical support.
- Curriculum Vitae (CV) of proposed team

13.6 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.

Please note that **only upon request** and within the time limit set by EMSA the tenderer shall provide information on the persons that are members of the administrative, management or supervisory body, as well as the following evidence concerning the tenderer or the natural or legal persons which assume unlimited liability for the debt of the tenderer:

For exclusion situations described in (a), (c), (d) or (f) of point 13.2 above, production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the tenderer showing that those requirements are satisfied.

For the exclusion situation described in (a) or (b) of point 13.2 above, production of recent certificates issued by the competent authorities of the State concerned is required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If the tenderer already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

When the tenderer to be awarded the contract has already submitted relevant evidence to EMSA, it remains valid for 1 year from its date of submission. In such a case, the reference of the relevant project(s) should be mentioned and the tenderer is required to submit a statement confirming that its situation has not changed.

14. Award criteria

The contract will be awarded to the tenderer who submits the most economically advantageous bid (the one with highest score) based on the following quality criteria and their associated weightings:

Quality criteria 1 ($W_1 = 25\%$) Quality of the general technical part in terms of project proposal, methodology of supply, installation, maintenance visits, rental, and technical support.

Quality criteria 2 ($W_2 = 25\%$) Quality and adequacy of the proposed team.

Quality criteria 3 ($W_3 = 20\%$) Quality of the project proposal, methodology of supply, installation, delivery, system integration and ease of use of the system for the scenarios for evaluation 1a and 1b.

and the price criterion and associated weighting:

Price of the bid ($W_{Price} = 30\%$) Total price of the scenarios for evaluation 1a, 1b & 2 with the submission of Appendix 1.

Scenarios for evaluation:

Scenarios 1

The tenderer is asked to propose its best solution for the scenarios in terms of equipment, installation, delivery and project management.

The tenderer shall include for the scenarios 1a and 1b the methodology of supply, delivery, installation, system integration and ease of use of the system. The financial proposal for the given scenarios 1a, 1b and 2 shall be quoted by submitting the Appendix I - Scenarios for evaluation.

Scenario 1a: Meeting room with a size of 81m² to be equipped with:

- I. One projector mounted in the ceiling with the below specifications:
Between: 4500 to 5000 Ansi Lumens
Inputs: HDMI, VGA (or computer 15-pin) and Wi-Fi capabilities (if a WiFi adapter is required the cost to be included)
- II. Ceiling mount for proposed projector
- III. One projection screen to be mounted on the wall with the below specifications:
Screen of 2 meters with electric silent motor, remote control set, mounted on the wall

- IV. Cables with the below specifications:
One VGA to VGA cable with 15 meters length
One HDMI to HDMI cable with 15 meters length
- V. Installation of above equipment
- VI. Delivery of above equipment to EMSA Headquarters in Lisbon
- VII. Warranty

Senario 1b: Video conferencing unit installed on a mobile stand with wheels:

- I. One complete video conference system with camera, microphone and remote with the below specifications:
Content video resolution: Support up to 1920 x 1080
Video standards and protocol: H.264, H.263, H.261
High- definition and content sharing capabilities
Multi point capabilities to bridge for up to 3 participants plus host (if additional software is need price shall be included)
- II. One high quality LED screen with the below specifications:
Specifications: 42" to 46" LED
Minimum resolution 1920 x 1080
With HDMI input
- III. One stand/cart for LED screen and VC equipment with wheels designed to be easily moved and used in various areas of the building giving mobility to the video conferencing equipment.
- IV. Installation of above equipment
- V. Delivery of above equipment to EMSA Headquarters in Lisbon
- VI. Warranty

Scenario 2: Maintenance Checks

Monthly maintenance checks of the conference center and meeting room audio visual equipment for one year (10 monthly maintenance checks per year, no checks required for August & December). The maintenance checks will need to include:

- I. Complete check of meeting room and conference center audio visual equipment.
- II. Making corrections, fixing cabling, cable soldering if required, fine tuning equipment to optimize the sound and image.
- III. Documentation of projector lamp hours, corrections made and equipment checked.
- IV. Forecasting equipment repairs and replacements.
- V. Equipment control and suggested improvements.
- VI. Sound test (with specialized equipment when necessary)
- VII. Moving of equipment and any necessary installation changes when required.
- VIII. The maintenance checks are to be conducted by two experienced technicians with duration of at least six hours. The preferred time for the maintenance check is between 09:30 and 16:30 with one hour lunch break.
- IX. Description of the technical equipment and the measurement equipment available for the maintenance checks to be described.

For all bids evaluators will give marks between 0-10 (half points are possible) for each quality criterion.

The score is calculated as

$$S = SQ + SP$$

where:

The average quality for quality criterion i is

$$Q_i = \frac{1}{\text{number of evaluators}} * \sum_{\text{evaluator}} \text{mark of the evaluator for quality criterion } i$$

The overall weighted quality is

$$Q = \sum_i Q_i * W_i$$

The score for quality is

$$SQ = \frac{Q}{Q \text{ of the bid with highest } Q} * 100 * \sum_i W_i$$

The score for price is

$$SP = \sum_i \frac{\text{lowest Price}_i \text{ of all bids}}{\text{Price}_i} * 100 * W_{\text{Price}_i}$$

Only bids that have reached a minimum of 60 % for Q_1 , a minimum of 60 % for Q_2 , and a minimum of 60 % for Q_3 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.

15. Rejection from the procedure

Contracts will not be awarded to tenderers who, during the procurement procedure, are in one of the following situations:

- a) are in an exclusion situation;
- b) have misrepresented the information required as a condition for participating in the procedure or have failed to supply that information;

- c) were previously involved in the preparation of procurement documents where this entails a distortion of competition that cannot be remedied otherwise.

16. Intellectual Property Right (IPR)

Please consult the contract for IPR related clauses.

If the results are not fully created for the purpose of the contract this should be clearly pointed out by the tenderer in the tender. Information should be provided about the scope of pre-existing rights, their source and when and how the rights to these rights have been or will be acquired.

In the tender all quotations or information originating from other sources and to which third parties may claim rights have to be clearly marked (source publication including date and place, creator, number, full title etc.) in a way allowing easy identification.