# Bid template

# Enclosure 1 to Invitation to Tender No EMSA/NEG/12/2019 for contracting brokerage services and insurance cover for Oil Pollution Response Equipment stored in The Netherlands

**Name of the tenderer:**

**Name and position of the person authorised to sign the order form:**

**Contact person:**

Name:

Position:

Address:

Email:

Phone:

**Date:**

**Signature:**

**A. Declaration specifications**

The key information for the required insurance cover is as follows:

|  |  |
| --- | --- |
| Name and address of the holder/insured | European Maritime Safety Agency (EMSA)  (legal entity number: 6000005199)  (financial identification number: 507 685 326)  Praça Europa 4  1249 – 206 Lisbon  Portugal  <http://emsa.europa.eu/> |
| Loss history | To date, EMSA had no loss claims |
| Insured equipment | Oil pollution response equipment  Please see Enclosure 2 for equipment inventory list and Equipment characteristics |
| Total insured value | EUR 3,411,403  Please see Enclosure 2 for price breakdown |
| Storage conditions | Closed warehouse located in the ISPS area of the port of Rotterdam (The Netherlands). The whole area is with restricted access and security check. The warehouse area is fenced with surveillance cameras.  More information on the storage conditions can be requested by email to: **NEG122019@emsa.europa.eu** |
| Period of insurance | 12 months (non-renewable) |

1. **Minimum requirements - Compliance matrix**

**To facilitate the evaluation of the bid, tenderers are requested to complete this compliance matrix and to attach a copy of the general conditions of the proposed insurance policy.**

**NB:** the proposed general conditions canbe submitted in any of the official languages of the EU. However, as the main working language of the Agency is English, the proposed general conditions should preferably be submitted in English.

Only the tenderers offering an insurance policy complying with the minimum requirements will be considered for award.

| Minimum requirements | | The proposed insurance policy fulfils the minimum requirements?  Yes/No |
| --- | --- | --- |
| Minimum required cover | The policy shall cover all risks of actual physical total or partial loss or damage to the insured equipment whilst in storage. The coverage shall include as a minimum loss or damage caused by:   * Burglary, violent theft, robbery; * Water damages; * Fire and/or smoke – explosions of any kind from gas or electrical hazards. | *Please indicate the relevant section of the general conditions of the proposed insurance policy* |
| The insurance shall be primary and non-contributory. | *Please indicate the relevant section of the general conditions of the proposed insurance policy* |
| Limit of indemnity (during storage) | EUR 3,411,403 |  |
| Loss settlement (valuation) | Replacement as new (All equipment items are less than 5 years old the values in the schedules attached as Enclosure 2 reflect this “new for old” cost). |  |

1. **Quality criteria**

“Degree of insurance cover beyond the minimum requirements.”

Please fill in the **GREY cells as applicable.**

Tenders offering tenders offering the advantageous cover and additional cover going beyond the minimum requirements identified under part B above will be evaluated higher.

|  |  |  |
| --- | --- | --- |
| Advantageous cover | | The proposed insurance policy includes the advantageous cover? |
| Deductibles | Deductibles below EUR 5,000 each and every loss during storage. |  |
| Cover in transit | Coverage whilst in transit |  |
| Additional cover  If applicable indicate any additional cover going beyond the minimum requirements and advantageous cover | | |
|  | | |

1. **Price award criteria**

Please fill in all **GREY cells** below.

The total price covering all costs related to the services including annual premium and brokerage fee (P) must remain under the maximum budget allocated (EUR 15,000). An offer with a price beyond that ceiling will be rejected and not considered for further evaluation.

N.B. Price must be quoted for the subject in the Invitation to tender and shall be all-included. Tenders offering advantageous or additional cover going beyond the minimum requirements, as declared under part C above, shall therefore quote below for an overall price including the advantageous and additional cover costs.

|  |  |
| --- | --- |
| Total annual premium  (EUR) |  |
| Brokerage fee excluding VAT  (EUR) |  |
| **(P)**  **Price to be considered for award**  **Total price covering all costs related to the services including annual premium and brokerage fee**  **(EUR)** |  |

1. Prices must be fixed amounts and non-revisable.
2. Prices must be quoted in Euro.
3. 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.

1. **Tenderer Checklist**

The checklist below is aiming at facilitating the verification by the tenderer of the completeness of the tender before submission.

The tender must be presented and include as follows

| Document | Check |
| --- | --- |
| Bid submitted by **11 March 2019 at 12:00 hrs (Lisbon time)** at the latest. | 🗆 |
| Bid submitted by email to: NEG122019@emsa.europa.eu | 🗆 |
| **Bid template** (this document) filled in, signed and dated. | 🗆 |
| Copy of the **general conditions of the proposed insurance policy** enclosed | 🗆 |
| **Declaration on Honour** (Enclosure 3)filled in, stamped, dated and signed | 🗆 |
| **Legal Entity Form** (Enclosure 4) filled in, stamped, dated and signed  *tenderers are exempt from submitting the Legal Entity Form requested and attachments if such a form has already been completed and sent either to EMSA or any EU Institution previously unless changes have occurred in the meantime.* | 🗆 |
| Supporting documents to the Legal Entity Form:   * copy of company **VAT registration** certificate and, if applicable; * copy of **company registration** document (Official Gazette, Trade, Company Register, etc.). | 🗆 |
| **Financial Identification Form** (Enclosure 5)filled in, dated and signed by the account holder and the bank (or accompanied by a recent bank statement).  *Tenderers are exempt from submitting the Financial Identification Form requested and attachments if such a form has already been completed and sent either to EMSA or any EU Institution previously unless changes have occurred in the meantime.* | 🗆 |

The documents shall be scanned and submitted by e-mail to the following address: **NEG122019@emsa.europa.eu** before 12:00 hrs (Lisbon time) on **11/03/2019**. Please note that an original hard copy of the offer, including all accompanying documentation related to supporting the Declaration of Honour (DoH), may be requested from the company to whom the contract is awarded.