

## **Tender Specifications**

### **Attached to the Invitation to tender**

## **Invitation to tender No. EMSA/NEG/19/2019 for Provision of Maintenance Services for Central Fire Detection System and Public Address System**

### **1. Introduction**

The European Maritime Safety Agency (EMSA) was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council for the purpose of ensuring a high, uniform and effective level of maritime safety.

Article 15(2c) of Regulation 1406/2002 establishes that the Executive Director “shall take all necessary steps (...) to ensure the functioning of the Agency in accordance with provisions of this Regulation.”

### **2. Objective, scope and description of the contract**

EMSA's Fire Detection and Public Address Systems are composed of different and specific devices that are used for prevention and detection of fire and inform the occupants of the building about evacuation action based on BOSCH technology. EMSA has the following equipment installed and for which the maintenance services are to be procured:

- LSN panel: the standard Bosch connection technology for fire system;
- Detectors: thermal and optical detectors;
- Auxiliary power supply: batteries of different voltages;
- Alarm manual releases: alarm 'red' buttons;
- Visual or auditory warning devices: alarm sirens;
- Loudspeakers.

Under the contract, the successful contractor shall perform the following services:

## 2.1 Required provision of services:

- a) Preventive maintenance - where the contractor will be requested to carry out two (2) preventive maintenance services of Fire Detection System per year and one (1) preventive maintenance service of Public Address System.

The preventive maintenances shall be provided in order to prevent any faulty operations, potential errors or the malfunction of the systems. The services must include a complex inspection of all elements of the systems, hands on services, including but not limited to: necessary upgrades of software, control of hardware equipment and transportation of contractor's staff to EMSA's premises. After each visit, a report needs to be provided, including a description of the equipment's conditions and all works undertaken during the maintenance visit;

- b) Corrective maintenance - to address any defects or breakdown detected in equipment in order to render it fully functional.

## 2.2 Required provision of new devices and spare parts:

- the tenderer must present a catalogue of hardware equipment (including prices) such as smoke detectors, manual alarm releases ('red buttons'), sirens and other items related to fire detection system and public address system installed in the building;

## 2.3 Provision of technical consultancy in relation to the relevant systems:

- consultancy services on an ad-hoc basis for new projects.

Complete technical information will be available and disclosed during the on-site visit/information meeting – for details, please see Invitation for Tender.

## 3. Contract management responsible body

EMSA Unit A.2 in charge of Legal, Financial & Facilities Support - will be responsible for managing the contract.

## 4. Timetable

The estimated date for signature of the contract is May 2019.

## 5. Estimated Value of the Contract

The maximum budget available for this contract is EUR 40000 excluding VAT.

## 6. Terms of payment

Payments will be made in accordance with the provisions of the draft **Framework Service Contract** available in the Procurement Section under the call for tender **EMSA/NEG/19/2019** on EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)).

## 7. Terms of contract (purchase order)

When drawing up a bid, the tenderer shall bear in mind the terms of the draft Framework Service Contract.

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

## 8. 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. However, the selection criteria may apply individually where it is relevant in view of their nature.

## 9. 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 shall 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.

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 (Join Offers) he shall indicate it in his offer by completing the form "Statement of Subcontracting / Joint Offer". This document is available on the Procurement Section / Calls for Tenders (Documents for tenderer) of EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)).

The tender must be presented as follows and must include:

- a) A signed **cover letter** indicating the name and position of the person authorised to sign the contract/purchase order, the bank account on which payments are to be made and the email address to be used for contacts during the procurement procedure.
- b) **The Financial Identification Form completed**, signed and stamped. This document is available on the Procurement Section (Financial Identification Form) of EMSA's website ([www.emsa.europa.eu](http://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](http://www.emsa.europa.eu))

Tenderers are exempt from submitting the Legal Entity Form and Financial Identification 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 shall 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 Technical and professional capacity (part of the selection Criteria) set out under point 12. 5 of these specifications.

**Part B:** 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 **134** of these specifications;

**Part C:** Setting out prices in accordance with point 10 of these specifications.

## 10. Price

- a) Price must be quoted for Provision of Maintenance Services for Central Fire Detection System and Public Address System and shall include the costs for the maintenance services, the price per man hour for the corrective maintenance services and the prices for the spare parts, as indicated in the Price grid in Appendix I.
- b) Prices must be fixed amounts and non-revisable.
- c) Prices must be quoted in euro.
- d) 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.

## 11. 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.

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.

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

### 12.1 Legal position – means of proof required

When submitting their bid, tenderers are requested to complete and enclose the **Legal Entity Form** available on the Procurement Section of EMSA's website ( [www.emsa.europa.eu](http://www.emsa.europa.eu)).

### 12.2 Technical and professional capacity – Selection criteria

#### 12.2.1 Standards / Prerequisites

- a) The tenderer must have a minimum of 3 years of experience in provision of maintenance services related to the BOSCH fire detection system and public address system;
- b) The proposed team (technicians) must have the required relevant experience and certifications for the performance of the maintenance services related to the BOSCH systems;
- c) The contractor shall be able to provide the consumables (spare parts) necessary for the corrective maintenance services, if needed.

### 12.2.2 Evidence

- a) A document confirming at least three years of relevant business activity on the market;
- b) List of main clients (at least 3) during the last three years, where similar services were provided. The list shall include the name of the clients and the scope of the services;
- c) Detailed CV of each technician of the team responsible for carrying out the technical services, including their educational background, degrees, professional experience and possessed certificates:
  - “BOSCH-FPA: Fire Panel Analogue - (level 3) or equivalent;
  - “BOSCH-Praesídeo - (level 3) or equivalent;
  - “BOSCH-Plena Vas” or equivalent;
- d) Catalogue of consumables (spare parts) and their price list.

## 13. 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:

1. Quality criterion 1 ( $W_1 = 50\%$ ) - Quality of the technical team proposed for the services,

and the price criterion and associated weighting:

2. Price of the bid ( $W_{Price} = 50\%$ ) - Price of the scenario described in Appendix 1.

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

$$PP = \sum_i \frac{\text{lowest } Price_i \text{ of all bids}}{Price_i} * 100 * W_{Price_i}$$

Only bids that have reached a minimum of 60% for  $Q_1$ , 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.

## 14. 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 used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise.

## 15. 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 shall be clearly pointed out by the tenderer in the tender. Information shall be provided about the scope of pre-existing rights, their source and when and how the 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.

**Appendix 1 to the Tender Specifications – EMSA/NEG/19/2019**

(Failure to complete this Appendix may lead to the rejection of the tender.)

**PRICE LIST**

	<b>TYPE OF SERVICE / TYPE OF ITEM</b>	<b>UNIT PRICE</b>	<b>PRICE SCENARIO</b>	<b>PRICE OF THE BID for evaluation purposes (unit price x scenario)</b>
<b>A.</b>	Preventive maintenance of fire detection system <i>per full complex service</i>		A x 2	
<b>B.</b>	Preventive maintenance of public address system <i>per full complex service</i>		B x 1	
<b>C.</b>	Corrective maintenance during normal working hours <i>per man-hour</i>		C x 16	
<b>D.</b>	Thermal fire detector <i>per item</i>		D x 2	
<b>E.</b>	Optical smoke detector <i>per item</i>		E x 10	
<b>F.</b>	Siren (protection class IP43) <i>per item</i>		F x 3	
<b>G.</b>	Technical consultancy service <i>per man-hour</i>		G x 4	
	<b>Total price of the bid for evaluation purposes</b> (A*2 + B*1 + C*16 + D*2 + E*10 + F*3 + G*4) =			