

## **Tender Specifications**

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

# **Invitation to tender No. EMSA/NEG/8/2023 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<sup>1</sup> for the purpose of ensuring a high, uniform and effective level of maritime safety.

EMSA is applying the environmental management systems ISO 14001:2015 and EMAS (Environmental Management and Audit Scheme of the EU), aiming to continuously improve its environmental performance. EMSA complies with all applicable legal requirements relating to the environment and endeavours to ensure that suppliers comply with its environmental policy within the remit of the activities carried out for the contract. EMSA invites tenderers to consult the document and consider it when preparing tenders.

## **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 Preventive and corrective maintenance of existing systems:**

- a) Preventive maintenance - 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 per year.

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 comprehensive inspection of all

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<sup>1</sup> 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.).

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 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; Orders for the purchase of supplies shall be established on the basis of the unit prices indicated in the tender (see Appendix I). However, EMSA may request the contractor to propose supplementary supplies to be ordered on the basis of a quote provided by the contractor as per Article I.4.3 of the FWC.

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

- The tenderer may be requested to present 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 4.2 in charge of Legal, Finance & Facilities - will be responsible for managing the contract.

## 4. Project Planning

N/A

## 5. Timetable

The estimated date for signature of the contract is **3<sup>rd</sup> quarter of 2023**.

## 6. Estimated Value of the Contract

The maximum budget available for this contract is EUR 40,000.00 excluding VAT.

## 7. 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 to tender **EMSA/NEG/8/2023** on EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)). The successful tenderer(s) shall take the appropriate measures to be compliant with the e-invoicing conditions as set out in the draft contract.

## 8. Terms of contract (purchase order)

When drawing up a tender, 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.

## 9. Financial guarantees

Not applicable.

## 10. Subcontracting

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners it shall indicate in its 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<sup>2</sup>. 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.

## 11. Requirements as to the tender

Tenders can be submitted in any of the official languages of the EU. However, as the main working language of the Agency is English, tenders should preferably be submitted in English and shall in particular include an English version of the documents requested under points 14.5 and 16 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.<sup>3</sup>

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) it shall indicate it in its 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], including up-to-date proof of that authorisation, the bank account on which payments are to be made and the email address to be used for contacts during the procurement procedure. The cover letter shall be accompanied by Appendix A – *Authorised Signatory Form* duly completed and signed.

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<sup>2</sup> To rely on the capacities of a subcontractor means that the subcontractor will perform the works or services for which these capacities are required.

<sup>3</sup> 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).

- 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 by the person authorised to sign the contract and stamped along with the requested accompanying documentation, including up to date proof of that authorisation. 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 to EMSA. 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 tenderers on the basis of the points 10, 13 13 and 14.2 of these specifications (exclusion criteria).

**Part B:** All the information and documents required by EMSA for the appraisal of tenderers on the basis of the Legal and Regulatory capacity (part of the selection criteria) set out under point 14.3 of these Tender Specifications.

**Part C:** All the information and documents required by the contracting authority for the appraisal of tenderers on the basis of the Economic and Financial Capacity (part of the selection criteria) set out under point 14.4 of these specifications.

**Part D:** All the information and documents required by the contracting authority for the appraisal of tenderers on the basis of the Technical and Professional capacity (part of the selection Criteria) set out under point 14.5 of these specifications.

**Part E:** 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 1616 of these specifications;

**Part F:** Setting out prices in accordance with point 12 of these specifications].

## 12. 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.

The price must be all inclusive (the costs of transport, transport of personnel, all workmanships, all tools to be used and all applicable insurances, in particular in terms of safety measures and safety at work).

- b) Prices must be fixed amounts and non-revisable unless otherwise specified in the contract.
- c) Prices must be quoted in euro.
- d) Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Union, 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.

### 13. Joint Offer

Groupings, irrespective of their legal form, may submit tenders. Tenderers may, after forming a grouping, submit a joint tender on condition that it complies with the rules of competition. Such groupings 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 tender.

Each member of the group 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 group will be checked to ensure that the group as a whole fulfils the criteria. However, the selection criteria may apply individually where it is relevant in view of their nature.

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

### 14. 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.

#### 14.1 Legal position – means of proof required

When submitting their tender, 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)).

#### 14.2 Grounds for exclusion – Exclusion criteria

To be eligible to participate in this contract award procedure, a tenderer must not be in any of the exclusion situations listed in the Declaration of Honour.

For this purpose, the Declaration of Honour available on the Procurement Section of EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)) shall be completed and signed.

#### 14.3 Legal and regulatory capacity – Selection criteria

##### 14.3.1 Standards / Prerequisites

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

##### 14.3.2 Evidence

For this purpose, the Declaration of Honour available on the procurement section of EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)) must be completed and signed as per section 14.2 above.

#### 14.4 Economic and financial capacity – Selection criteria

##### 14.4.1 Standards / Prerequisites

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

- b) The tenderer must not be subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU) substantially affecting the performance of the contract (e.g., asset freezes and/or a prohibition on making funds or economic resources available). The prohibition applies throughout the whole performance of the contract.

#### **14.4.2 Evidence**

- a) Self-declaration that the tenderer is not subject to restrictive measures (e.g., asset freezes and/or a prohibition on making funds or economic resources available) substantially affecting the performance of the contract.

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 shall simply indicate on the cover letter the procurement procedure where the evidence has been provided.

If, for some exceptional reason which EMSA considers justified, a tenderer is unable to provide one or other of the above documents, it 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.

#### **14.5 Technical and professional capacity – Selection criteria**

##### **14.5.1 Standards / Prerequisites**

- a) *The tenderer must have a minimum of three (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.*

##### **14.5.2 Evidence**

- a) A document confirming at least three (3) years of relevant business activity on the market;
- b) List of main clients (at least 3) during the last three (3) 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.

#### **15. Declaration of Honour (DoH)**

Please note that the tenderer shall provide information with regards its situation and on the natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control and beneficial owners.

Upon request and within the time limit set by EMSA, the tenderer shall provide the following evidence concerning itself, the natural or legal persons as listed under the first paragraph, and concerning the natural or legal persons which assume unlimited liability for the debt of the tenderer:

For the exclusion situations described in points (a), (c), (d), (f), (g) and (h) of the Declaration of Honour, 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 situations described in (a) and (b) of the Declaration of Honour, production of recent certificates issued by the competent authorities of the country of establishment 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.

The successful tenderer must provide the documents mentioned as supporting evidence before signature of the contract and within the deadline given by EMSA. This requirement applies to each member of the group in case of joint tender.

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.

## 16. Award criteria

The contract will be awarded to the tenderer who submits the most economically advantageous tender (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 composition 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 I.

For all tenders, 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

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

Only tenders 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 tenders that have reached a minimum of 60% for the score  $S$  will be taken into consideration for awarding the contract.

## 17. Evaluation and award

The evaluation of the tenders that comply with the conditions as per Invitation to tender will consist of the following elements:

- Check if the tenderer is not subject to restrictive measures and has access to procurement;
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements specified in the procurement documents;
- Evaluation of tenders on the basis of the award criteria.
- EMSA will evaluate the above-mentioned elements in the order that it considers to be the most appropriate. The successful tenderer(s) must pass all the above-listed elements to be awarded the contract.

## 18. 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.



## 19. 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 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.

### **Appendix I to the Tender Specifications – EMSA/NEG/8/2023**

*(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 To be used for implementation of contract</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 x 2) + (B x 1) + (C x 16) + (D x 2) + (E x 10) + (F x 3) + (G x 4) =			