

Invitation to Submit Purchase Proposals No. EMSA/SA/1/2023 for the Sale of EMSA people carrier (8 persons)

Dear Sir/Madam,

1. The European Maritime Safety Agency (EMSA) is planning to sell the asset referred to above. The Sale of Assets documents consist of this invitation, the Call for Purchase Proposals, the Purchase Proposal Form and the draft Sale Contract.
2. Potential Buyers who wish to submit a Purchase Proposal are invited to send it to the Agency. **The time limit for receipt of the Purchase Proposals is on 19/10/2023 at 12h00 (Lisbon time).** The Purchase Proposal shall be **duly signed**.
3. Purchase Proposals may be sent:

(a) by e-mail

To the following address: SA12023@emsa.europa.eu. The size of the mail may not exceed 12 Mb per one e-mail. The document "Purchase Proposal" **shall be password protected**. In order to submit a Purchase Proposal please follow the instructions in the "**Submission of Password Protected Purchase Proposal**". **Failure to submit a password protected document by e-mail will lead to the rejection of the Purchase Proposal.**

(b) by hand-delivery in a closed envelope

A dated and signed receipt issued by an official of EMSA **has to be requested by the person delivering the Purchase Proposal** as proof of delivery. Documents will be made available by EMSA and may be received by EMSA in particular during the visit described in **Point 7.A.(iv)**.

The Purchase proposal shall be submitted in a **closed envelope**, marked as follows:

Sale of Assets No. EMSA/SA/1/2023 To the attention of Mr Joao Cunha
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4. The period of validity of the Purchase Proposal, during which Potential Buyers may not modify the terms of their Purchase Proposal in any respect shall be until 15/12/2023.
5. Submission of a Purchase Proposal implies full acceptance of all the terms and conditions set out in the Sale of Assets documents and, where appropriate, waiver of the Potential Buyer's own general or specific terms and conditions.
6. All costs incurred during the preparation and submission of Purchase Proposals are to be borne by the Potential Buyers and will not be reimbursed.
7. Contact between the Agency and Potential Buyers is prohibited throughout the procedure, save in exceptional circumstances and under the following conditions only:

A. Before the final date for submission of the Purchase Proposals:

- (i) At the request of the potential buyer, EMSA may provide additional information solely for the purpose of clarifying the Sale of Assets documents.

Any requests for additional information must be made in writing and sent to the following e-mail address: SA12023@emsa.europa.eu.

EMSA is not bound to reply to requests for additional information made less than six working days before the deadline for submission of Purchase Proposals¹.

- (ii) EMSA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the Sale of Assets documents.
- (iii) Any additional information including that referred to above will be published on EMSA's website in the Procurement section.
- (iv) Interested buyers are offered the possibility to attend an 'Asset Visit' and perform a test drive within EMSA premises between 16 and 17 October 2023 at EMSA premises, Praça Europa no. 4 1249-206 Lisbon, Portugal, in order to view the asset.

Should you wish to attend, please send a request at the **latest on 12 October 2023, 16h00**, indicating the name of the attending person to the following e-mail:

SA12023@emsa.europa.eu. Attendees, as identified in the email, will be provided with precise logistical details in due time.

B. After the opening of Purchase Proposals:

- (i) If a clarification is required or if obvious clerical errors in the Purchase Proposals need to be corrected, EMSA may contact the Potential Buyer.
8. This invitation to submit Purchase Proposals is in no way binding on EMSA. EMSA's contractual obligation commences only upon signature of the Sale Contract with the Buyer(s).
9. Up to the point of signature, EMSA may cancel the procedure, without the Potential Buyers being entitled to claim any compensation. This decision must be substantiated, and the Potential Buyers notified.
10. Once EMSA has opened the Purchase Proposals, the document(s) shall become the property of EMSA, and shall be treated confidentially.
11. Potential Buyers will be informed of the outcome of this procedure by e-mail. It is the Potential Buyers' responsibility to provide a valid e-mail address together with their contact details in their Purchase Proposal and to check this e-mail address regularly.
12. If processing a reply to the invitation to submit a Purchase Proposal involves the recording and processing of personal data (such as name and address), the data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

¹ EMSA public holidays are available at Documents - EMSA Public Holidays - EMSA - European Maritime Safety Agency (europa.eu).

² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Purchase Proposal in accordance with the Call for Purchase Proposals, and will be processed solely for that purpose by the Head of Unit 4.2 - Legal, Finance and Facilities.

13. Details concerning the processing of personal data are contained in the privacy statement “[Information on personal data protection](http://www.emsa.europa.eu/about/personal-data-protection.html)” available at: <http://www.emsa.europa.eu/about/personal-data-protection.html>.
14. In addition to natural persons and entities established in the Member States of the Union, only natural persons and entities from the following countries are eligible to participate in the present procedure: Albania, Republic of North Macedonia, Iceland, Liechtenstein, Montenegro, Norway, Kosovo, Serbia and Bosnia and Herzegovina.

Yours faithfully,

Andrea Iber
Head of Legal, Finance & Facilities - Unit 4.2