

Invitation to tender

Procurement procedure No. EMSA/NEG/6/2025

for Provision of box pick-up and off-site storage services

Subject & requirements	<p>EMSA backup system is using tapes for long term storage. Those tapes, stored in boxes, need to be sent to an offsite facility for long term storage. This tender is for the provision of box (tapes) off-site storage services.</p> <p>The standard services include monthly pick-ups and returns of boxes. The boxes are stored up to 4 years. In some case EMSA needs to perform urgent restores and will request a box to be returned outside of the standard schedule.</p>
Time limit for receipt of tender	On 17/04/2025 at 16:00 hrs (Lisbon time)
Manner of submission of tender	By email as attachment: neg62025@emsa.europa.eu
Max value contract	EUR 20,000.00 excluding VAT
Type of contract	Framework Service Contract (Attached to this Invitation to Tender)
Duration contract	48 months from contract signature
Contract management responsible body	EMSA Unit - 3.3, in charge of Horizontal Digital Services
Contact	neg62025@emsa.europa.eu
Exclusion criteria	<p>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 (https://emsa.europa.eu/procurement.html).</p> <p>For this purpose, the Declaration of Honour available on the Procurement Section of EMSA's website (https://emsa.europa.eu/procurement.html) shall</p>

	be completed and signed.
Selection criteria Legal and Regulatory capacity	<p>1. The tenderer must have the legal and regulatory capacity to pursue the professional activity needed for performing the contract.</p> <p>2. The tenderer, each member of the group in case of joint tender, any subcontractor(s), including those which do not need to be identified in the tender, and any other entities (that are not subcontractors) on whose capacity the tenderer relies on must ensure that are not 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)¹ consisting of a prohibition to make available or transfer funds or economic resources or to provide financing or financial assistance to them directly or indirectly, or of an asset freeze. The prohibition applies throughout the whole performance of the contract.</p> <p>Evidence:</p> <ol style="list-style-type: none"> 1. Duly completed and signed Declaration of Honour available on the Procurement Section of EMSA's website (https://emsa.europa.eu/procurement.html). 2. List of clients of the last 4 years in the field off-site storage of back-up media
Selection criteria Economic and financial capacity	Not applicable
Selection criteria Technical and professional capacity	<p>Tenderers must have the necessary technical and professional capacity to perform the contract.</p> <ol style="list-style-type: none"> a) The tenderer has to have at least 4 years of experience in providing the services requested. b) The tenderer has to have web-based interface for easy management of storage boxes. <p>Evidence:</p> <ol style="list-style-type: none"> a) List of clients of the last 4 years in the field off-site storage of back-up media

¹ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the EU Sanctions Map.

	<p>b) Evidence in the form of screenshots from the web-based interface showing:</p> <ol style="list-style-type: none"> 1) Inventory overview 2) History with transactions 3) Receipts, scanned from delivery and returns 4) Requesting a box to be returned 5) Adding a description to a specific box
Award criteria	<p>The contract will be awarded to the tenderer that offers the lowest price. For the purposes of evaluation, the total of all items in Appendix 1 shall be considered. The price list must include the price for:</p> <ol style="list-style-type: none"> a) Price for one (1) box that can hold 50 tapes. b) Price for one (1) on-call with 4 hours response. c) Price for one (1) extra box in storage per month. d) Price for one (1) additional pick-up / return per month. e) Price for annual base services including: 12 standard pick-ups/returns and 5 on-calls per year, the box sealing, storage of 15 boxes offsite (to be considered for evaluation purposes).
Validity of the tender	6 months
Authorising Officer	Ivo Kupský, Head of Horizontal Digital Services - Unit 3.3
<p>While preparing your tender, please consult the draft Framework Service Contract and the following documents attached to this Invitation and/or available on the Procurement Section of EMSA's website https://emsa.europa.eu/procurement.html:</p> <ul style="list-style-type: none"> • Very Low value and Low Value Procurement Procedure – Tendering Conditions; • Tenderer's checklist; • Declaration on Honour; • List of identified subcontractors; • Agreement/Power of attorney (joint tenders); • Letter of commitment by identified subcontractors; • Letter of commitment letter by an entity on whose capacities is being relied; • Legal Entity Form; • Financial Identification Form; • Authorised Signatory Form. 	

Appendix 1

Service/Supply	Cost /Eur/
Base service including 12 pickups/returns per year and storage of up to 15 boxes and 5 on call per year	
Price for 1 box that can hold 50 LTO Tapes.	
Price for 1 extra on call box.	
Price for 1 extra box in storage (monthly rate)	
Price for 1 additional pickup/return a month (monthly rate)	
Total for Evaluation purposes	