

**Invitation to tender
procurement procedure N° EMSA/NEG/27/2014
for "Thermic insulation in the office "**

<p>Subject & requirements</p>	<p>The European Maritime Safety Agency (EMSA) is launching an invitation to tender for "Thermic insulation in the office "</p> <p>The requested works include:</p> <ul style="list-style-type: none"> • Carpet, skirting-board, electrical plug and furniture removal works. • Construction on metal structure for false wall • Installation of 50mm mineral wool in the area • Fixation on plaster plates on the area • Works on plaster junction plates and paper sand • Fixation on skirting-board • Painting on the intervened area with the same colour • Tiles carpet cut and readjustment and plug installation <p>The measurements of the materials for requested works are as follows:</p> <ul style="list-style-type: none"> • Mineral wool – 14,00 m² • False wall in plaster plates – 14,00 m² • Paintings – 14,00 m² • Skirting-board – 5,60 m <p>The more detailed specification can be obtained during the on-site visit between 14/05/2014 and 16/05/2014.</p> <p>The contractor shall ensure that tasks are carried out without detriment to the general functioning of EMSA services and shall be responsible for any damage caused to the existing structure.</p> <p>The price offer must include all materials used, works and arrangements proposed, as well as the costs of transport.</p>
<p>Deadline to submit bid</p>	<p>28/05/2014, 12:00(Lisbon time)</p>
<p>Manner of submission of bid</p>	<p>By email: NEG272014@emsa.europa.eu</p>
<p>Max value contract</p>	<p>2000 Euro excluding VAT</p>
<p>Type of contract</p>	<p>Purchase Order</p>
<p>Duration contract</p>	<p>Delivery shall take place at the latest 45 days after the signature of the contract by the last contracting party.</p>

Contract management responsible body	Unit A.2.3, in charge of Facilities and Logistics Contact person: Mr Francisco Baraona
Contact	<u>NEG272014@emsa.europa.eu</u>
On-site visit/meeting	Between 14/05/2014 and 16/05/2014 . Written request for dates of the visits to be send to NEG272014@emsa.europa.eu before 14/05/2014.
Validity of the bid until:	31 December 2014
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 ($W_1 = 40\%$): Quality of the proposed materials, based on provided description and technical specification. and the price criterion and associated weighting: 2. Price of the bid ($W_{Price} = 60\%$).
Signature and date	 08 MAY 2014
Please consult the following documents while preparing your tender:	
<ul style="list-style-type: none"> • <i>Low-Value Procurement Procedure – Tendering Conditions</i> • <i>Purchase Order</i> • <i>Tenderer’s checklist</i> • <i>Statement subcontracting/joint offer</i> • <i>LEF and BAF</i> 	
Available at: www.emsa.europa.eu/low-value-procurement	