

**Invitation to tender**  
**procurement procedure N° EMSA/NEG/20/2014**  
**for "Provision of closets for storing safety related equipment and clothing"**

<p><b>Subject &amp; requirements</b></p>	<p>The European Maritime Safety Agency (EMSA) is launching an invitation to tender for "Provision of closets for storing safety related equipment and clothing"</p> <p>The requested items include supply and installation of 2 closets: closet_1 and closet_2.</p> <p>Description:</p> <ul style="list-style-type: none"><li>• <b>Supply and installation of closet_1 with six (6) compartments;</b></li></ul> <p>The requested parameters should be as follows:</p> <ul style="list-style-type: none"><li>- Material – melamina faia</li><li>- The dimension of closet should be 2.290mm height, 410mm deep, 550mm width;</li></ul> <p><u>Details:</u></p> <ul style="list-style-type: none"><li>- 5 shelves;</li></ul> <ul style="list-style-type: none"><li>• <b>Supply and installation of closet_2;</b></li></ul> <p>The requested parameters should be as follows:</p> <ul style="list-style-type: none"><li>- Material – melamina faia,</li><li>- The dimension of closet should be 2.290mm height, 410mm deep, 945mm width;</li></ul> <p><u>Details:</u></p> <ul style="list-style-type: none"><li>- 2 hangers for security coats,</li><li>- 2 shelves - 1 below and the other above the coats' hangers,</li><li>- base and lower shelf covered with aluminium</li><li>- 3 locks</li><li>- 4 handles to be applied in existing doors</li></ul> <p>Please note that the procured closets should fit the <u>existing</u> 4 doors exterior structure, therefore the measurements of the cabinets can slightly differ from the description. The visit to confirm all the measurements is highly recommended.</p> <p>The more detailed specification can be obtained during the on-site visit between 03/06/2014 and 06/06/2014.</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 furniture.</p> <p>The price offer must include all materials used, works and arrangements proposed, as well as the costs of transport.</p>
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<b>Deadline to submit bid</b>	<b>12/06/2014, 12:00</b>
<b>Manner of submission of bid</b>	By email: <a href="mailto:NEG202014@emsa.europa.eu">NEG202014@emsa.europa.eu</a>
<b>Max value contract</b>	2000 Euro excluding VAT
<b>Type of contract</b>	Purchase Order
<b>Duration contract</b>	Delivery shall take place at the latest 30 days after the signature of the contract by the last contracting party.
<b>Contract management responsible body</b>	Unit A.2.3, in charge of Facilities and Logistics Contact person: Mr Joao Cunha
<b>Contact</b>	<b><a href="mailto:NEG202014@emsa.europa.eu">NEG202014@emsa.europa.eu</a></b>
<b>On-site visit/meeting</b>	Between 03/06/2014 and 06/06/2014. Written request for dates of the visits to be send to <a href="mailto:NEG202014@emsa.europa.eu">NEG202014@emsa.europa.eu</a> .
<b>Validity of the bid until:</b>	31 November 2014
<b>Award criteria</b>	<b>The contract will awarded to the tenderer that offers the lowest price</b>
<b>Signature and date</b> Manuela Tomassini Head of Department Corporate Services	 27 MAY 2014
<p><b>Please consult the following documents while preparing your tender:</b></p> <ul style="list-style-type: none"> <li>• <i>Low-Value Procurement Procedure – Tendering Conditions</i></li> <li>• <i>Purchase Order</i></li> <li>• <i>Tenderer’s checklist</i></li> <li>• <i>Statement subcontracting/joint offer</i></li> <li>• <i>LEF and BAF</i></li> </ul> <p><b>Available at: <a href="http://www.emsa.europa.eu/low-value-procurement">www.emsa.europa.eu/low-value-procurement</a></b></p>	