

Invitation to tender
procurement procedure N° EMSA/NEG/28/2014
for "Supply of emergency plans in EMSA Headquarters"

Subject & requirements	<p>The objective of this procurement is the supply of updated emergency plans to replace the existing emergency plans in all floors, Conference Centre and on the meeting rooms' walls.</p> <p><u>Description of items:</u></p> <ul style="list-style-type: none"> • Emergency plans to be fixed on corridors walls and meeting rooms total of: 53 landscape orientation, in line with NP 4386, material photoluminescent • Plans to indicate the outside meeting point: 60 units, landscape orientation, A4 size, material photoluminescent. • 10 units of special glue <p>For the production of emergency plans the tenderer is responsible to <u>update</u> the existing plans according to NP 4386.</p> <p>All updated plans should be delivered also in electronic version in ready to use AutoCAD format.</p> <p>The tenderers must complete the Annex I with the net unit price and the net total price.</p> <p>The tenderer has to fill in the table in Annex II "Photoluminescent properties of the emergency plans"</p>
Deadline to submit bid	16/06/2014; 16:00 Lisbon time
Manner of submission bid	By email: NEG282014@emsa.europa.eu
Max value contract	5000 Euro excluding VAT
Type of contract	Purchase Order
Duration contract	The delivery should be completed within 30 days from EMSA's signature of the Purchase Order.
Contract management responsible body	<p>Unit A.2.3, in charge of Facility and Logistics</p> <p>Contact person: Joao Cunha</p>
Contact	<p>NEG282014@emsa.europa.eu</p> <p>Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.</p>

Selection criteria Technical and professional capacity	<p>1. Requirement: The tenderer should be registered in the Portuguese Authority of National Civil Protection (<i>ANPC - Autoridade Nacional de Protecção Civil</i>), in accordance with the Portuguese applicable legislation (Decree -Law nº 220/2008 of 12 November 2008 and Portaria n.º 773/2009 of 21 July 2009). The tenderer should provide proof of registration.</p> <p>2. Requirement: The emergency plans proposed by the tenderer should have the minimum requirements stated in Annex II (Photoluminescent properties of the emergency plans), in accordance with the Portuguese applicable legislation (Decree -Law nº 220/2008 of 12 November 2008; Portaria n.º 1532/2008 of 29 December 2008; and NP 4386).</p>
Award criteria	<p>Best price for quality (weightings)</p> <p>1. Quality criterion 1 ($W_1 = 50\%$), quality of proposed emergency plans:</p> <ul style="list-style-type: none"> - the minimum characteristic is presented in the table in Annex II - the better luminescence characteristic, longer light visibility, the more points will be attributed, based on the table in Annex II. <p>and the price criterion and associated weighting:</p> <p>2. Price of the bid ($W_{Price} = 50\%$) – Grand Net Total as in Annex I- Description of materials (all cost inclusive)</p>
Validity of the bid until:	31/12/2014
Signature and date Manuela Tomassini Head of Department Corporate Services	 <p>03 JUN 2014</p>
<p>Please consult the following documents while preparing your tender:</p> <ul style="list-style-type: none"> • <i>Low-Value Procurement Procedure – Tendering Conditions</i> • <i>Purchase Order</i> • <i>Tenderers checklist</i> • <i>Statement subcontracting/joint offer</i> • <i>LEF and BAF</i> <p>Available at: http://www.emsa.europa.eu/work/procurement/calls.html</p>	