


**Invitation to tender**  
**procurement procedure N° EMSA/NEG/27/2015**  
**for the provision of 300 contactless smart cards for access reading terminals and 300 badge reels**

<b>Subject &amp; requirements</b>	<p>The European Maritime Safety Agency (EMSA) purchased in 2013 access reading terminals model: ModSecur ACS Fingerprint EM Card Reader 1k users part number ACTA3-1K-SLI-SM.</p> <p>The objective of this tender is the provision of 300 compatible contactless smart cards for the terminals already installed at the Agency's premises as well as 300 badge reels for the smart cards. The tenderers are requested to complete Annex 1 and submit it together with the bids in both electronic and PDF format.</p> <p>Tenders are requested to provide a sample card for testing purposes together with their bids.</p> <p>Specifications for the badge reels:</p> <ul style="list-style-type: none"> <li>- Cord length: 80cm long and resistant;</li> <li>- Sturdy metal clip;</li> <li>- Vinyl strap;</li> <li>- Plastic holders that can hold at least 2 cards.</li> </ul> <p><b>It should be noted that failure to provide all the items requested in Annex 1 may lead to the rejection of the offer.</b></p>
<b>Deadline to submit bid</b>	17/06/2015 at 12:00 Lisbon time.
<b>Manner of submission bid</b>	<p><b>European Maritime Safety Agency</b>  Frank Premereur  Praça Europa 4  1249-206 Lisbon  Portugal</p> <p>Bids must be submitted in two envelopes, one inside the other. Both envelopes are to be sealed. The inner envelope must be marked as follows:</p> <p style="text-align: center;"><b>Call for tender N°. EMSA/NEG/27/2015</b></p> <p style="text-align: center;"><b><u>NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT</u></b></p> <p style="text-align: center;"><b>To the attention of Frank Premereur</b></p> <p>The outer envelope should be marked as follows:</p> <p style="text-align: center;"><b>Call for tender N°. EMSA/NEG/27/2015</b></p> <p style="text-align: center;"><b>To the attention of Frank Premereur</b></p> <p>If self-sealed envelopes are used, they should be closed by adhesive tape with the sender's signature written across it.</p>
<b>Max value contract</b>	3,800 Euro excluding VAT

<b>Delivery lead time</b>	Maximum within 2 weeks from the signature of the Purchase Order by the Contractor
<b>Type of contract</b>	Purchase Order
<b>Duration contract</b>	1 month from contract signature
<b>Contract management responsible body</b>	Unit A.2.3, in charge of Facility & Logistics Contact person: Frank Premereur
<b>Contact</b>	NEG272015@emsa.europa.eu
<b>On site visit</b>	On site visits may be scheduled between 03/06/2015 and 15/06/2015 by sending an email to <a href="mailto:NEG272015@emsa.europa.eu">NEG272015@emsa.europa.eu</a>
<b>Award criteria</b>	<b>The contract will be awarded to the tenderer that offers the lowest price</b>
<b>Validity of the bid until:</b>	<b>31/12/2015</b>
<b>Signature and date:</b>  Isabel Torne Head of Department Corporate Services	04/06/2015 
Please consult the following documents while preparing your tender: <ul style="list-style-type: none"> <li>• <i>Low-Value Procurement Procedure – Tendering Conditions</i></li> <li>• <i>Purchase Order</i></li> <li>• <i>Tenderers checklist</i></li> <li>• <i>Statement subcontracting/joint offer</i></li> <li>• <i>LEF and BAF</i></li> </ul> Available at: <a href="http://www.emsa.europa.eu/work/procurement/calls.html">http://www.emsa.europa.eu/work/procurement/calls.html</a>	