

## Invitation to tender

### Procurement procedure No. EMSA/NEG/9/2026

### for Consultancy services for project HVAC water pipe design

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| <b>Subject &amp; requirements</b>           | <p>Consultancy services for project HVAC water pipe design</p> <p>The objective of this call for tender is to contract consultancy services for assistance in the definition of the business requirements, functional and technical specifications for the redesign of EMSA's HVAC water pipe system. The output will help to define the requirements of the future project to be implemented by EMSA.</p> <p>The company which will be awarded the contract under this call may not, in principle, participate in the future call for tenders for the implementation of the related project. This can only be possible if the company is able to demonstrate in an objective manner that although it was previously involved in the preparation of the procurement documents to be used in the future procedure, for explicit reasons put forward, such involvement does not entail a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise</p> <p>Please see Appendix I for more detailed technical requirements.</p> <p>Price offer to be submitted using Appendix II.</p> <p>Payment arrangements are detailed in Article I.5 of the draft Contract.</p> |
| <b>Time limit for receipt of tender</b>     | On 15/05/2026 at 16:00 hrs (Lisbon time)   |
| <b>Manner of submission of tender</b>       | By email as attachment: neg92026@emsa.europa.eu  |
| <b>Max value contract</b>                   | EUR 14,000.00 excluding VAT  |
| <b>Type of contract</b>                     | Service Contract (Attached to this Invitation to Tender)   |
| <b>Duration contract</b>                    | 12 months  |
| <b>Contract management responsible body</b> | EMSA Unit - 4.2, in charge of Legal, Finance & Facilities  |
| <b>Contact</b>                              | neg92026@emsa.europa.eu  |
| <b>On-site visit</b>                        | An on-site <b>visit/information meeting is planned for 07/05/2026</b> at the following address: EMSA, Praça Europa 4, 1249-206, Lisboa. To schedule  |

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|   | an on-site visit, an e-mail shall be sent to the dedicated e-mail address: neg92026@emsa.europa.eu no later than 27/04/2026   |
| <b>Exclusion criteria</b>   | <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 (<a href="https://emsa.europa.eu/procurement.html">https://emsa.europa.eu/procurement.html</a>).</p> <p>For this purpose, the Declaration of Honour available on the Procurement Section of EMSA's website (<a href="https://emsa.europa.eu/procurement.html">https://emsa.europa.eu/procurement.html</a>) shall be completed and signed.</p>  |
| <b>Selection criteria</b><br><b>Legal and Regulatory capacity</b>       | <p>Requirements:</p> <ol style="list-style-type: none"> <li>1. The tenderer must have the legal and regulatory capacity to pursue the professional activity needed for performing the contract.</li> </ol> <p>The tenderer must be a senior member of Ordem dos Engenheiros.</p> <ol style="list-style-type: none"> <li>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 <a href="#">EU restrictive measures</a> 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)<sup>1</sup> 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.</li> </ol> <p>Evidence:</p> <ol style="list-style-type: none"> <li>1) Declaration or document issued by Ordem dos Engenheiros.</li> <li>2) Duly completed and signed Declaration of Honour available on the Procurement Section of EMSA's website (<a href="https://emsa.europa.eu/procurement.html">https://emsa.europa.eu/procurement.html</a>).</li> </ol> |
| <b>Selection criteria</b><br><b>Economic and financial capacity</b>     | Not applicable  |
| <b>Selection criteria</b><br><b>Technical and professional capacity</b> | <p>Requirements:</p> <p>Tenderers must have the necessary technical and professional capacity to perform the contract.</p> <p>Tenderers must have a minimum of three (3) years of experience in similar projects.</p>   |

<sup>1</sup> 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.

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|  | <p>Evidence:</p> <p>Information (client name and technical description) on five (5) HVAC projects done in the last three years.</p>  |
| <b>Award criteria</b>  | <p>The contract will be awarded to the tenderer who submits the most economically advantageous tender (the one with highest score) based on the following quality criteria and their associated weightings:</p> <ol style="list-style-type: none"> <li>1) Quality criterion 1 (<math>W_1 = 25\%</math>) – Quality of the proposed approach, methods and supporting tools to implement the contract requirements regarding the work description (as detailed in Appendix I – Technical Details). The tenderer shall detail, as a minimum, the following topics: <ol style="list-style-type: none"> <li>a) Proposed approach overview</li> <li>b) Methodology and supporting tools to collect, analyse the information and design the new solution.</li> </ol> </li> <li>2) Quality criterion 2 (<math>W_2 = 25\%</math>) – Quality of the proposed team based on the team organisation, the description of their responsibilities within the team and the breakdown of tasks. The tenderer shall provide, as a minimum, a diagram with a proposed team. For each team member: <ol style="list-style-type: none"> <li>a) a description of responsibilities within the team</li> <li>b) a breakdown of tasks.</li> </ol> </li> </ol> <p>and the price criterion and associated weighting:</p> <ol style="list-style-type: none"> <li>3) Price of the tender (<math>W_{price} = 50\%</math>). – The price for evaluation shall be the Total (sum) of the quoted prices for the three phases as per Appendix II – Price Offer.</li> </ol> <p>Only tenders that have reached minimum 60% per quality criterion will be taken into consideration when calculating the score for quality SQ, score for price SP and score S.</p> <p>Only tenders that have reached a minimum of 60% for the score S will be taken into consideration for awarding the contract.</p> <p>Please refer to the formula published in the “Very Low and Low-Value procurement procedure Tendering Conditions”.</p> |
| <b>Validity of the tender</b>  | 6 months   |
| <b>Authorising Officer</b>   | Andrea Iber, Head of Legal, Finance & Facilities - Unit 4.2  |
| <p>While preparing your tender, please consult the draft Service Contract and the following documents attached to this Invitation and/or available on the Procurement Section of EMSA's website <a href="https://emsa.europa.eu/procurement.html">https://emsa.europa.eu/procurement.html</a>:</p> <ul style="list-style-type: none"> <li>• Very Low value and Low Value Procurement Procedure – Tendering Conditions;</li> <li>• Tenderer's checklist;</li> <li>• Declaration on Honour;</li> </ul> |  |

- Business partners – legal entities and bank accounts form;
- Authorised Signatory Form.
- *List of identified subcontractors (if applicable);*
- *Agreement/Power of attorney (joint tenders) (if applicable);*
- *Letter of commitment by identified subcontractors (if applicable);*
- *Letter of commitment letter by an entity on whose capacities is being relied (if applicable).*