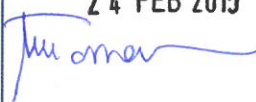


Invitation to tender
procurement procedure N° EMSA/NEG/09/2015
for Purchase of wall partitions and related services

Subject & requirements	<p>The scope of this tender is the <u>supply, assembly and disassembly</u> of wall partitions and doors in specific locations in EMSA's main building. The required services are as follows:</p> <ol style="list-style-type: none"> 1. <u>Supply</u> of opaque steel panels, maximum 82mm thick, with mineral wool inside as acoustic insulation. 2. <u>Supply</u> of glass panels, maximum 82mm thick, with micro blinds on the inside. 3. <u>Supply</u> of interior doors, including frames, accessories, hinges and locks. 4. <u>Assembly</u> of steel panels similar to the ones described in point 1 5. <u>Assembly</u> of glass panels similar to the ones described in point 2 6. <u>Assembly</u> of doors similar to the ones described in point 3 7. <u>Disassembly</u> of steel panels similar to the ones described in point 1 8. <u>Disassembly</u> of glass panels similar to the ones described in point 2 9. <u>Disassembly</u> of doors similar to the ones described in point 3 <p>Points 7, 8 and 9 shall also include finishing touches in the perimeter of the intervened rooms (pavement, walls and ceilings) and the storing of the removed materials in to EMSA's storage room.</p> <p>At the moment EMSA uses <i>Maars Metaline</i> partitions, and requires products similar to the existing ones for this contract.</p> <p>Bidders are required to offer, by filling in Annex 1 to this Invitation:</p> <ol style="list-style-type: none"> i. prices for m2 for each of the points listed above ii. response times following a request from EMSA (i.e., how many days will it take to deliver the goods and/or services): <ol style="list-style-type: none"> a. response times for delivery of materials in 1), 2) and 3) b. response times for services in 4), 5), 6), 7), 8), 9). For these services, the maximum admissible time will be two weeks.
Deadline for submission	17/03/2015, 17.00h, Lisbon time
Manner of submission of bid	By email: NEG092015@emsa.europa.eu
Max value contract	60,000 Euro excluding VAT
Type of contract	Framework supply contract
Duration contract	48 months from contract signature

Contract management responsible body	Unit A.2.3, in charge of Facilities and Logistics Contact person: Mr Francisco Baraona
Contact	NEG092015@emsa.europa.eu
On-site visit	Site visits are possible between 02/03/2015 and 13/03/2015 by written request to be send to NEG092015@emsa.europa.eu before 12/03/2015
Exclusion criteria	Please refer to sections 11.2 and 11.3 of the Low-Value Procurement Procedure – Tendering Conditions ; complete and sign the Declaration on Honour available on the Procurement Section on the EMSA Website.
Selection criteria Technical and professional capacity	Requirements: List of similar works done in the last two years. Evidence: Dates of listed works and references of the contact point in the companies where the works were performed.
Award criteria	<ol style="list-style-type: none"> Quality criterion ($W_1 = 30\%$): Response time as described in point ii. and the price criterion and associated weighting: Price of the bid ($W_{price} = 70\%$). The price of the bid shall be determined as follows: <ol style="list-style-type: none"> Price per m^2 - supply of opaque steel panels Price per m^2 - supply of glass panels with micro blinds Price per m^2 - supply of interior doors Price per m^2 - assembly of steel panels Price per m^2 - assembly of glass panels with micro blinds Price per m^2 - assembly of interior doors Price per m^2 - disassembly of steel panels Price per m^2 - disassembly of glass panels with micro blinds Price per m^2 - disassembly of interior doors <p>Total Price= (1x a)+(1xb)+(1xc)+(2xd)+(2xe)+(2xf)+(2xg)+(2xh) +(2xi)</p>
Validity of the bid until:	31/12/2015
Signature and date Manuela Tomassini Acting Head of Department Corporate Services	<p>24 FEB 2015</p> 
Please consult the following documents while preparing your tender: <ul style="list-style-type: none"> Low-Value Procurement Procedure – Tendering Conditions Tenderers checklist Statement subcontracting / joint offer Declaration on Honour LEF and BAF Available at: http://www.emsa.europa.eu/work/procurement/calls.html	

EMSA/NEG/09/2015 - Purchase of wall partitions and related services

Annex 1 to the Invitation to Tender

Price quotations and response times

Item	Price offer
a) Price per m ² - supply of opaque steel panels	
b) Price per m ² - supply of glass panels with micro blinds	
c) Price per m ² - supply of interior doors	
d) Price per m ² - assembly of steel panels	
e) Price per m ² - assembly of glass panels with micro blinds	
f) Price per m ² - assembly of interior doors	
g) Price per m ² - disassembly of steel panels	
h) Price per m ² - disassembly of glass panels with micro blinds	
i) Price per m ² - disassembly of interior doors	
Total Price= (1x a)+(1xb)+(1xc)+(2xd)+(2xe)+(2xf)+(2xg)+(2xh)+(2xi)	

Response times following a request from EMSA (in calendar days)	Offer
Response times for delivery of materials	
Response times for services (maximum admissible time will be 14 calendar days)	