

## Call for proposals No.2015/EMSA/CP/01/2015

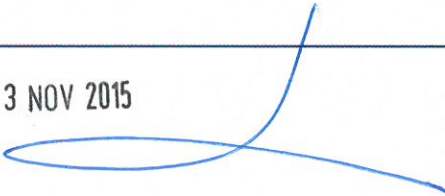
### Donation of items of office equipment and furniture

<b>Objective and selected items for donation</b>	<p>The overall objective of this Call for Proposals is to donate various items of office equipment and furniture. The aim of the European Maritime Safety Agency (hereinafter referred to as "EMSA") is to establish a Framework Donation Agreement with the duration of four years.</p> <p>The items for donation are office equipment, such as ICT equipment, furniture and other similar items, all in working condition. The items for donation are used and shall be donated as they are. The items are listed in the Catalogue in Annex I to this document. The Catalogue shall be updated throughout the duration of the Framework Donation Agreement in order to include new items.</p> <p>In the case of some ICT equipment, such as computers (PCs and laptops), it will be necessary for the successful applicant to carry out a hard disk wipe to erase all existing data stored on the donated informatics equipment.</p> <p>The level of the hard disk wipe required is basic. The necessity of the disk wipe will be defined in Annex I.</p> <p>The successful applicant (the Donee) will be required to provide evidence of the hard disk wipe in the form of a certificate.</p> <p>The Donee shall collect and transport the donated items at their own cost. All related costs, including, where applicable, the necessary PC hard disk wipe, shall be borne by the Donee. The Donee will be responsible for its staff or agents collecting the items from EMSA's premises. The persons involved in performing the hard disc wipe shall provide confidentiality declarations based on the template provided in Annex IV to this document.</p> <p>EMSA will not reimburse any costs incurred in the preparation and submission of proposals.</p> <p>This call for proposals is in no way binding on the EMSA. EMSA's obligation commences only upon signature of the Framework Donation Agreement with the Donee.</p> <p>Annex I – Catalogue</p>
<b>Deadline to submit proposal</b>	<b>07/12/2015</b>
<b>Type of contractual document</b>	<p><b>Framework Donation Agreement</b></p> <p>Throughout the duration of the agreement, EMSA shall aim to regularly update the Catalogue in Annex I and to inform the Donee of such updates in order to allow for</p>

	<p>the organisation of the collection of the donated items.</p> <p>A copy of the Framework Donation Agreement will be sent electronically and by post to the Donee for their signature by an authorised representative. Once signed, the Donee shall send to EMSA two signed originals of the Framework Donation Agreement by post or by courier service.</p> <p>A draft Framework Donation Agreement is attached to this document as Annex II.</p> <p>When collecting the donated items, the representative of the Donee will be required to countersign the transfer of equipment document on their behalf.</p> <p>Annex II – Framework Donation Agreement</p>
<b>Duration of the Agreement</b>	4 years
<b>Responsible EMSA management body</b>	<p>Unit A.2, in charge of Legal, Financial and Facilities Support</p> <p>Contact person: Marta Martins</p>
<b>Submission of proposals (Admissibility)</b>	<p>The proposal should be duly signed by the authorised representative, scanned and then submitted by e-mail to the following address: CP012015@emsa.europa.eu. The size of the mail may not exceed 12 Mb per email. Please note that an original hard copy of the proposal, including all accompanying documentation, will be requested from the entity to which the agreement is awarded.</p> <p>Documents to be submitted with the proposal:</p> <ol style="list-style-type: none"> <li>1) A <b>cover letter</b> on official headed paper, signed by the authorised representative of the registered charity, non-profit organisation or local authority, indicating the following: <ol style="list-style-type: none"> <li>a. Their name and registered business address, including telephone number, e-mail address and website, if applicable;</li> <li>b. The name and contact details of the person who may be contacted regarding any queries relating to this expression of interest;</li> <li>c. The name and the position of the person(s) authorised to sign the donation agreement on behalf of the Donee;</li> </ol> </li> <li>2) A completed and signed <b>proposal</b> annexed to this document (Annex III) clearly specifying items (including their Catalogue reference) and respective quantities to which this expression of interest relates;</li> <li>3a) In the case of a public entity: a copy of the <b>resolution or decision establishing the public company</b>, or other official document establishing the entity under public law; <p style="text-align: center;"><b>or</b></p> </li> <li>3b) In the case of a private entity: a copy of their <b>registration in the trade</b></li> </ol>



	<p>and/or other registry in the country of registration, as well as the following:</p> <ul style="list-style-type: none"> <li>– Documents providing evidence of the person(s) acting as legal representative(s).</li> <li>– Documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.</li> </ul> <p>Annex III – Proposal form</p>
<b>Eligibility criteria</b>	Expressions of interest for donation will only be accepted from charities, non-profit organisations and properly constituted and registered local authorities that are established in one of the EU Member States.
<b>Technical requirement</b>	The necessity of a disk wipe will be defined in Annex I
<b>Award criteria</b>	<p>Only proposals meeting the requirements of admissibility, the eligibility criteria and the technical requirements will be evaluated. The Framework Donation Agreement will be awarded to the applicant who submits the proposal, which following an evaluation, has the highest total score for quality, based on the following quality criteria and their associated weightings:</p> <ol style="list-style-type: none"> <li>1) A description of the timing, transportation and logistical arrangements to be put in place by the Donee for the collection of the items subject to donation (10%).</li> <li>2) The volume and categories of items covered by the proposal (90%).</li> </ol> <p><b>The average quality for quality criterion <math>i</math> is</b></p> $Q_i = \frac{1}{\text{number of evaluators}} * \sum_{\text{evaluator}} \text{mark of the evaluator for quality criterion } i$ <p>The total score for quality is</p> $Q = \sum_i Q_i * W_i * 10$
<b>Validity of the proposal until:</b>	<b>31/12/2015</b>
<b>Contact</b>	<a href="mailto:CP012015@emsa.europa.eu">CP012015@emsa.europa.eu</a>
<b>Other information</b>	<p>Applicants will be informed by EMSA as to whether or not their proposals have been accepted.</p> <p>Any additional information deemed necessary for preparing an adequate proposal can be requested by e-mail, no later than four calendar days before the deadline</p>

	<p>for submission of proposals, at the following address: <a href="mailto:CP012015@emsa.europa.eu">CP012015@emsa.europa.eu</a>. EMSA will respond to such requests for additional information in strict compliance with the equal treatment principle. Any and all additional information supplied to a specific applicant will also be published on EMSA's website: (<a href="http://www.emsa.europa.eu">www.emsa.europa.eu</a>).</p> <p>Your personal data may be registered in the Central Exclusion Database by the Accounting Officer of the European Commission, should you be in one of the situations mentioned in Commission Regulation 2008/1302 of 17 December 2008 on the Central Exclusion Database (for more information see the Privacy Statement on: <a href="http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_ced_en.pdf">http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_ced_en.pdf</a>)</p>
<p><b>Signature and date</b>  Isabel Torné  Head of Department  Corporate Services</p>	<p>13 NOV 2015</p> 

	Catalogue reference	Description	Number of items available	Disk wipe needed
1	Laptop	Lifebook S7110	12	No
2	Laptop	Lifebook S7110 Portable Pc + Ddr Ram 1gb Extra	8	No
3	Laptop	Lifebook S7210	3	No
4	Laptop	Lifebook S7220	8	No
5	Laptop	Lifebook S72220	3	No
6	PC	Workstation Fujitsu-Siemens Esprimo E5906 I945g	1	No
7	PC	Pc Desktop Fujitsu Siemens Esprimo 2gb	17	No
8	PC	Dell Optiplex 740	56	No
9	PC	Dell Optiplex 780 Dt	3	No
10	DC HW	CISCO Catalyst 4500	2	No
11	DC HW	Ethernet Switches	15	No
12	DC HW	HP DL380G5 Proliant Xeon 5110	25	No
13	DC HW	Hp DL380g5 Xeon 5405 Sata Server	1	No
14	DC HW	Checkpoint Cpve-X16-Eu Vpn-1 Edge	1	No
15	DC HW	Cisco Mds9222i San Switch	1	No
16	HW (Internal)	Emc Cx3-20	1	No
17	HW (Internal)	Disks for EMC CX3	118	No
18	Router	Routers	3	No

