

Lisbon, 29 NOV 2016

Invitation to Tender EMSA/NEG/41/2016

(Negotiated procedure with a minimum of five candidates)

Provision of insurance broking services

Dear Sir/Madam,

1. The European Maritime Safety Agency (EMSA) is planning to award the public contract referred to above. The procurement documents consist of this letter, the tender specifications with its appendixes and the draft contract.
2. Tenderers who wish to submit an offer are invited to send a bid to EMSA no later than 24.00h (Lisbon time) on **31st January 2017**. The offer must be **duly signed** by the authorised representative.

Bids shall be submitted in paper AND an electronic version on CD or DVD or USB key or similar added to the paper bid. In case of any inconsistency, the paper version will have precedence over the electronic one.

Bids can be submitted in three different ways:

(a) by post

The bid should be posted no later than 31st January 2017, with the stamp of the post office acting as proof. Please note that, if the bid is submitted by post, it is recommended that it is sent by registered post.

(b) or by hand-delivery

Hand delivery should be made no later than 20.00h (Lisbon time) on 31st January 2017.

A dated and signed receipt issued by an official of EMSA has to be requested by the person delivering the bid as proof of delivery.

(c) or by private courier service

The bid should be 'deposited' with the private courier service no later than 31st January 2017, with the slip issued by the private courier services acting as proof.

In whichever form the bid is submitted, the following address shall be used:

European Maritime Safety Agency
Mr Georg Troost
Praça Europa 4
1249-206 Lisbon
Portugal

3. Bids must be submitted in two envelopes, one inside the other and both envelopes should be sealed. The inner envelope must be marked as follows:

Call for tenders EMSA/NEG/41/2016
NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT
To the attention of Mr Georg Troost

The outer envelope should be marked as follows:

Call for tenders EMSA/NEG/41/2016
To the attention of Mr Georg Troost

If self-sealed envelopes are used, they should be closed by adhesive tape with the sender's signature written across it.

4. Tenders must be:
- (a) **signed** by the tenderer or their duly authorised representative; and
 - (b) perfectly legible so that there can be no doubt as to the words and figures therein contained.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect shall be until 31st March 2017.
6. Submission of a bid implies full acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. These requirements are binding on the tenderer to whom the contract is awarded for the duration of the contract.
7. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. The specification, listing all the documents that must be produced in order to tender, including and the draft contract are available under the procurement section relevant to the present call to tender on EMSA's website at the following address: www.emsa.europa.eu
9. Contact between the contracting authority and tenderers is prohibited throughout the procedure, save in exceptional circumstances and under the following conditions only:
- (a) **Before the final date for submission of tenders:**
 - (i) At the request of the tenderer, EMSA may provide additional information solely for the purpose of clarifying the procurement documents.

Any requests for additional information must be made in writing and sent to the following e-mail address: NEG412016@emsa.europa.eu

EMSA is not bound to reply to requests for additional information made less than six working days before the deadline for submission of tenders.

(ii) EMSA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the procurement documents.

(iii) Any additional information including that referred to above will be published on EMSA's website in the procurement section.

(b) After the opening of tenders:

(i) If clarification is required or if obvious clerical errors in the tender need to be corrected, EMSA may contact the tenderer provided the terms of the tender are not modified as a result.

(ii) EMSA may negotiate with tenderers the offers they have submitted, in order to adapt them to the requirements set out in tender specifications or any additional document and in order to find the tender offering best value for money. During negotiations, the equal treatment of all tenderers will be ensured.

10. If requested by the tenderer, an on-site visit of the Agency's premises is possible between the 12th and 16th December 2016 at the following address: Praça Europa 4, 1249-206 Lisbon, Portugal. A maximum of 2 representatives per company will be allowed to visit the EMSA premises. In order to schedule a site visit, an e-mail to the email address NEG412016@emsa.europa.eu should be sent by the interested company until the 11th December 2016. Please note that the Agency will not reimburse any travel expenses incurred in relation to the visit.

11. Public Procurement rules applying to calls for tender launched by EMSA are contained in the EMSA Financial Regulation under the Financial Regulation section on EMSA's website: (www.emsa.europa.eu).

12. This invitation to tender is in no way binding on EMSA. EMSA's contractual obligation commences only upon signature of the contract with the successful tenderer.

13. Up to the point of signature, EMSA may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

14. Once EMSA has opened the tender, the document shall become the property of EMSA and it shall be treated confidentially.

15. Tenderers will be informed of the outcome of this procurement procedure by e-mail. It is the tenderers' responsibility to provide a valid e-mail address together with their contact details in their tender offer and to check this e-mail address regularly.

16. If the offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.

17. If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), the data will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council¹. Unless indicated otherwise, replies to tenderers and any personal data requested, shall be used to evaluate the tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Head of Unit A.2 – Legal, Financial and Facilities Support.
18. Details concerning the processing of personal data are contained in the privacy statement “Information on personal data protection in procurement procedures” available at:
<http://www.emsa.europa.eu/about/personal-data-protection.html>.
19. Personal data may be registered in the Early Detection and Exclusion System (EDES) if a tenderer is deemed to be in one of the situations mentioned in Article 106 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council². For more information, see the privacy statement available at http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm.
20. In addition to economic operators established in the Member States of the Union, only economic operators from the following countries are eligible to participate in the present procurement procedure: Albania, FYROM, Iceland, Liechtenstein, Montenegro, Norway, Serbia and Bosnia and Herzegovina.

Yours faithfully,



Isabel Torné

Head of Corporate Services

¹ Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.1.2001, p. 1).

² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1).