

Invitation to tender

Procurement procedure No. EMSA/NEG/20/2017 for Purchase of wall partitions and related services

Subject & requirements	<p>The goal of this procurement is to establish a Framework Contract for the supply, assembly and disassembly of fixed and movable wall partitions and doors in specific locations in EMSA's building. The required services are as follows:</p> <p>Fixed partitions and doors:</p> <ol style="list-style-type: none"> 1. Supply of opaque steel panels, maximum 82mm thick, with mineral wool inside as acoustic insulation. 2. Supply of glass panels, maximum 82mm thick, with micro blinds on the inside. 3. Supply of interior doors, including frames, accessories, hinges and locks. 4. Assembly of steel panels similar to the ones described in point 1 5. Assembly of glass panels similar to the ones described in point 2 6. Assembly of doors similar to the ones described in point 3 7. Disassembly of steel panels similar to the ones described in point 1 8. Disassembly of glass panels similar to the ones described in point 2 9. Disassembly of doors similar to the ones described in point 3 <p>Movable and retractable walls:</p> <ol style="list-style-type: none"> 10. Supply of movable and retractable interior walls, maximum 110mm thick, with acoustic absorption of minimum 40 dB, including all its elements and necessary materials, such as standard and telescopic panels, beam structural reinforcement, peripheral finishing in the intervention areas and acoustic protection between false ceiling and upper slab. 11. Assembly of walls as described in point 10 12. Disassembly of walls as described in point 10 <p>Points 4 to 9, 11 and 12 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> fixed partitions, and requires products similar to the existing ones for this contract. Movable walls shall also be similar to the existing materials.</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), 3) and 10) b. response times for services in 4), 5), 6), 7), 8), 9), 11) and 12). For these services, the maximum admissible time will be two weeks.
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Deadline to submit bid	12 th May 2017, 20.00h (Lisbon time)
Manner of submission bid	By email: NEG202017@emsa.europa.eu
Max value contract	EUR 135,000 excluding VAT
Type of contract	Framework Service Contract
Duration contract	48 months from contract signature
Contract management responsible body	Unit A.2.3, in charge of Facilities and Logistics Contact person: Francisco Baraona
Contact	NEG202017@emsa.europa.eu
On-site visit	Between 4 th and 11 th May 2017 - written requests to be sent to NEG202017@emsa.europa.eu
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	<p>1. Quality criterion ($W_1 = 30\%$): Response time as described in point ii. and the price criterion and associated weighting:</p> <p>2. Price of the bid ($W_{Price} = 70\%$). The price of the bid shall be determined as follows (all prices refer to the materials as described in Subject & requirements):</p> <ul style="list-style-type: none"> a) Price per m² - supply of steel panels b) Price per m² - supply of glass panels with micro blinds c) Price per m² - supply of interior doors d) Price per m² - assembly of steel panels e) Price per m² - assembly of glass panels with micro blinds f) Price per m² - assembly of interior doors g) Price per m² - disassembly of steel panels h) Price per m² - disassembly of glass panels with micro blinds i) Price per m² - disassembly of interior doors j) Price per m² - supply of movable and retractable walls k) Price per m² - assembly of movable and retractable walls l) Price per m² - disassembly of movable and retractable walls <p>Total Price= (1xa)+(1xb)+(1xc)+(2xd)+(2xe)+(2xf)+(2xg)+(2xh)+(2xi) +(1xj)+(1xk)+(1xl)</p>
Validity of the bid until:	31st December 2017
Signature and date	<p>Isabel Torné, Head of Department, Corporate Services</p> <p>28 APR 2017</p>
<p>Please consult the following documents, available at: http://www.emsa.europa.eu/work/procurement/calls.html while preparing your tender:</p> <ul style="list-style-type: none"> • Low-Value Procurement Procedure – Tendering Conditions • Tenderers checklist • Statement subcontracting / joint offer • Declaration on Honour • LEF and BAF 	

EMSA/NEG/20/2017 - 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	
j) Price per m ² - supply of movable and retractable walls	
k) Price per m ² - assembly of movable and retractable walls	
l) Price per m ² - disassembly of movable and retractable walls	
Total Price= (1xa)+(1xb)+(1xc)+(2xd)+(2xe)+(2xf)+(2xg)+(2xh)+(2xi)+(1xj)+(1xk)+(1xl)	

Response times following a request from EMSA (in calendar days)	Offer
Response times for delivery of materials a) to c)	
Response times for services d) to i) (maximum admissible time will be 14 calendar days)	
Response times for delivery of materials j)	
Response times for services k) and l) (maximum admissible time will be 14 calendar days)	