

Lisbon, 14 JUN 2017

Invitation to Apply

Procurement procedure EMSA/RES/01/2017 - H24 ICT operations services

(Restricted procedure)

Dear Sir/Madam,

1. The European Maritime Safety Agency (EMSA) is planning to award the public contract referred to above.
2. Please note that this procurement procedure is divided into two phases, the application phase followed by the tender phase.

a) The Application Phase

(i) Any interested party is invited to apply for this restricted procedure following publication of a contract notice, in accordance with the rules set out in this document and its associated enclosures.

(ii) Following the deadline for submission of applications, a list of pre-selected candidates will be drawn up according to the criteria set out in the contract notice and Application Specifications, as published on EMSA's website: www.emsa.europa.eu.

b) The Tender Phase

(i) All the candidates included in the list of pre-selected candidates will be invited to submit a full offer.

THE DEADLINE FOR SUBMITTING APPLICATIONS IS: 31/07/2017

3. Interested parties who wish to participate must submit an application to EMSA, **duly signed** by their authorised representative, together with three copies of the application (in total: one original and three copies).

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

4. Applications can be submitted in three different ways:

(a) By post

The application should be posted no later than **31/07/2017**, 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) By hand-delivery

Hand delivery should be made no later than **20h00 (Lisbon time) on 31/07/2017**. A dated and signed receipt issued by an employee/collaborator of EMSA has to be requested as proof of delivery by the person delivering the application.

(c) By private courier service

The application should be “deposited” with a private courier service no later than **31/07/2017** with the dated slip issued by the private courier service acting as proof.

In whichever form the application is submitted, the following address should be used:

European Maritime Safety Agency
Simone Balboni
European Maritime Safety Agency (EMSA)
Praça Europa 4
1249-206 Lisbon
Portugal

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

Invitation to Apply EMSA/RES/01/2017

NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT
To the attention of Mr Simone Balboni

The outer envelope must be marked as follows:

Invitation to Apply EMSA/RES/01/2017

To the attention of Mr Simone Balboni

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

6. Applications must be:

(a) signed by the candidate or its duly authorised representative;

(b) perfectly legible so that there can be no doubt as to the words and figures therein contained.

7. Information on the Application Specifications is attached to this Invitation to Apply.

All these documents are available on EMSA's website www.emsa.europa.eu, under the link related to the procurement procedure EMSA/RES/01/2017, located in the procurement section. An acknowledgement of receipt of the application will be issued to the candidate.

Candidates will be duly informed whether or not their applications have been accepted for the tender phase of the procurement procedure.

8. All costs incurred during the preparation and application are to be borne by the candidates and will not be reimbursed.

9. Contact between the contracting authority and candidates is prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

(a) Before the final date for submission of applications:

- (i) At the request of the candidate, EMSA may provide additional information deemed necessary for preparing an adequate application.

Any requests for additional information must be made in writing and sent to the following e-mail address: RES012017@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 text of 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 applications

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

10. Public procurement rules applying to calls for tender launched by EMSA are contained in the EMSA Financial Regulation available under the Financial Regulations section on EMSA's Website (www.emsa.europa.eu).

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

12. Up to the point of signature, EMSA may 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.
13. Once EMSA has opened the application, the document shall become the property of EMSA and it shall be treated confidentially.
14. Candidates will be informed of the outcome of this procurement procedure by email. It is the candidates' responsibility to provide a valid e-mail address together with their contact details in their application and to check this e-mail address regularly.
15. If processing a reply to the invitation to apply/tender will involve 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 Council. Unless otherwise indicated, replies of 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 Steve Deighton, Head of Unit A.3 – Operations Support.
16. 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>.
17. 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 detailed in Article 106 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council. For more information, see the Privacy Statement available at http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm.
18. 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,


Markku Mylly

Executive Director