

## Tender Specifications

### Attached to the Invitation to tender

#### Invitation to tender No. EMSA/NEG/44/2017 for Maintenance of Automatic Doors

##### 1. Introduction

The European Maritime Safety Agency (EMSA) was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council<sup>1</sup> for the purpose of ensuring a high, uniform and effective level of maritime safety. More information is available at: <http://emsa.europa.eu>.

##### 2. Objective, scope and description of the contract

The objective of the contract is to establish Service Contract for preventive and corrective maintenance services of main entrance's circular revolving door and 8 units of sliding doors placed at EMSA's headquarters in Lisbon, Praça Europa no. 4.

The Service Contract shall be for maximum duration of four years.

##### **2.1 Preventive maintenance, where the contractor will be requested to carry out the technical inspections according to Appendix 1 and the instructions of the manufacturers.**

The preventive maintenance shall include hands on preventive maintenance, at least such as necessary control of doors equipment, necessary update of driving software and transportation of contractor's staff to EMSA's premises.

After each visit, a report needs to be provided including description of equipment condition and all works undertaken during the maintenance visit.

##### **2.2 Corrective (incl. emergency) maintenance is to address any defects or breakdowns detected in doors equipment in order to render their fully functional. It includes also supply of replacing and spare parts used for repairs.**

In the case of emergency maintenance - the repairing of defects or breakdowns in doors equipment must be carried out without delay (on call – also out of standard working hours).

##### 3. Contract management responsible body

A.2 in charge of Legal, Financial & Facilities Support - will be responsible for managing the contract.

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<sup>1</sup> Regulation (EC) No 1406/2002 of the European Parliament and of the Council of 27 June 2002 establishing a European Maritime Safety Agency (OJ L 208, 5.8.2002, p. 1.).

#### **4. Timetable**

The estimated date for signature of the contract is January 2018.

#### **5. Estimated Value of the Contract**

The maximum budget available for this contract is EUR 32000 excluding VAT. This includes preventive and corrective maintenance and spare parts.

The maximum price of the services relating to the preventive maintenance during the entire duration of the contract shall not exceed EUR 16000 excluding VAT.

The maximum price of the services relating to corrective/emergency maintenance and spare parts during the entire duration of the contract shall not exceed EUR 16000 excluding VAT.

#### **6. Terms of payment**

Payments will be made in accordance with the provisions of the draft Service Contract available in the Procurement Section under the call to tender EMSA/NEG/44/2017 on EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)).

#### **7. Terms of contract (purchase order)**

When drawing up a bid, the tenderer should bear in mind the terms of the draft Service Contract.

EMSA may, before the contract is signed, cancel the award procedure without the tenderers being entitled to claim any compensation.

#### **8. Subcontracting**

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners he shall indicate in his offer which part will be subcontracted, as well as the name and qualifications of the subcontractor or partner. It should be noted that the overall responsibility for the work remains with the tenderer.

The tenderer must provide required evidence for the exclusion and selection criteria on its own behalf and when applicable on behalf of its subcontractors. The evidence for the selection criteria on behalf of subcontractors must be provided where the tenderer relies on the capacities of subcontractors to fulfil selection criteria<sup>2</sup>. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided will be checked to ensure that the tenderer and its subcontractors as a whole fulfil the criteria.

#### **9. Requirements as to the tender**

Bids can be submitted in any of the official languages of the EU. However, as the main working language of the Agency is English, bids should preferably be submitted in English and should in particular include an English version of the documents requested under points 12.3 and 14 of the present tender specifications. The tenderer must comply with the minimum requirements provided for in these tender specifications. This includes

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<sup>2</sup> To rely on the capacities of a subcontractor means that the subcontractor will perform the works or services for which these capacities are required.

compliance with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU of the European Parliament and of the Council.<sup>3</sup>

The tenderer shall complete the Tenderer's checklist.

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners (Join Offers) he shall indicate it in his offer by completing the form "Information regarding joint offers and subcontracting".

The tender must be presented as follows and must include:

- a) **A signed cover letter** indicating the name and position of the person authorised to sign the contract/purchase order and the bank account on which payments are to be made.
- b) **The Financial Form** completed, signed and stamped. This document is available on the Procurement Section (Financial Form) of EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)).
- c) **The Legal Entity Form** completed, signed and stamped along with the requested accompanying documentation. This document is available on the Procurement Section (Legal Entity Form) of EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu))

Tenderers are exempt from submitting the Legal Entity Form and Financial Form requested if such a form has already previously been completed and sent either to EMSA or any EU Institution. In this case the tenderer should simply indicate on the cover letter the bank account number to be used for any payment in case of award.

**Part A:** All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the points 8, ~~11~~4 and 12.2 of these specifications (exclusion criteria).

**Part B:** All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the Technical and professional capacity (part of the Selection Criteria) set out under point 12.3 of these specifications.

**Part C:** All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Award Criteria** set out under point ~~14~~4 of these specifications;

**Part D:** Setting out prices in accordance with point ~~10~~40 of these specifications.

## 10. Price

a) Price must be quoted for Maintenance of all EMSA's Automatic Doors (revolving & sliding) and shall be expressed based on the type of maintenance:

- Preventive: The contractor should present single price per year for the preventive maintenance including the elements mentioned above in point 2.1;
- Corrective/emergency: The contractor should present price per one hour of work for the corrective and emergency maintenance including the elements mentioned above in point 2.2.

b) Prices must be fixed amounts and non-revisable.

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<sup>3</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

- c) Prices must be quoted in euro.
- d) Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Communities, the latter is exempt from all duties, taxes and other charges, including VAT. This applies to EMSA pursuant to the Regulation 1406/2002/EC. Therefore price and the amount of VAT must be shown separately.

## **11. Joint Offer**

Groupings, irrespective of their legal form, may submit bids. Tenderers may, after forming a grouping, submit a joint bid on condition that it complies with the rules of competition. Such groupings (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid.

Each member of the consortium must provide the required evidence for the exclusion and selection criteria. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

If awarded, the contract will be signed by the person authorised by all members of the consortium. Tenders from consortiums of firms or groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member or group.

## **12. Information concerning the personal situation of the tenderer and information and formalities necessary for the evaluation of the minimum economic, financial, technical and professional capacity required.**

### **12.1 Legal position – means of proof required**

When submitting their bid, tenderers are requested to complete and enclose the **Legal Entity Form** available on the Procurement Section of EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)).

### **12.2 Grounds for exclusion – Exclusion criteria**

To be eligible to participate in this contract award procedure, a tenderer must not be in any of the following exclusion situations:

- a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
- b) it is subject to a final judgement or a final administrative decision establishing that it is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;
- c) it is subject to a final judgement or a final administrative decision establishing that it is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

- i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
  - ii. entering into agreement with other persons with the aim of distorting competition;
  - iii. violating intellectual property rights;
  - iv. attempting to influence the decision-making process of the contracting authority during the award procedure;
  - v. attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- d) it is subject to a final judgement establishing that the person is guilty of any of the following:
  - i. fraud
  - ii. corruption
  - iii. participation in a criminal organisation
  - iv. money laundering or terrorist financing
  - v. terrorist-related offences or offences linked to terrorist activities
  - vi. child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council
- e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
- f) it is subject to a final judgement or a final administrative decision establishing that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95
- g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:
  - i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
  - iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or
  - v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

### 12.3 Technical and professional capacity – Selection criteria

#### 12.3.1 Requirements:

The tenderer must have relevant technical & professional capacity and experience to provide maintenance services of circular, revolving automatic door (produced by Assa Abloy) and other sliding doors.

#### 12.3.2 Evidence:

- a) Attestation confirming at least 5 years of business activity on the market in area relevant to the subject of the contract;
- b) List of at least 6 clients (name, location, scope of services) where similar services (maintenance of revolving and sliding doors) have been carried out during last 3 years;
- c) Certificate from the manufacturer Assa Abloy confirming professional competence to carry out maintenance (preventive, corrective) of its products.

### 13. Declaration of Honour

For this purpose, the Declaration of Honour available in the Procurement Section of EMSA's website ([www.emsa.europa.eu](http://www.emsa.europa.eu)) shall be completed and signed.

### 14. Award criteria

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

The contract will be awarded to the tenderer who submits the most economically advantageous bid (the one with highest score) based on the following quality criteria and their associated weightings:

1. Quality criterion 1 ( $W_1 = 50\%$ ), proposed plan for execution of services, including scheduling of preventive maintenance (mandatory + complementary scope of services), means of communication and response time in case of need for corrective/emergency maintenance.

The bidder shall present:

- a) Proposed preventive maintenance time schedule of the services, including:
  - Mandatory scope of services required by the Client in Appendix A;
  - Complementary set of services proposed by the bidder (additional scope of works with frequency of their execution).
- b) Means of communication and response time in case of need for corrective/emergency maintenance (during standard working hours and out of working hours).

and the price criterion and associated weighting:

2. Price of the bid ( $W_{Price} = 50\%$ ). Price of one year preventive maintenance + price for 6 man hours of corrective/emergency maintenance + price for 3 man hours of emergency maintenance (out of standard working hours).

Price of all items based on Appendix B. Formula for total price of the bid:

$[1 \times (\text{field A})] + [6 \times (\text{field B})] + [3 \times (\text{field C})]$ .

The following shall be taken into consideration:

- a) the maximum price of the services relating to the preventative maintenance during the entire duration of the contract shall not exceed 16.000 Euro;
- b) the maximum price of the services relating to corrective/emergency maintenance including the supply of spare parts shall not exceed than 16.000 Euro.

For all bids evaluators will give marks between 0-10 (half points are possible) for each quality criterion.

The score is calculated as

$$S = SQ + SP$$

where:

The average quality for quality criterion  $i$  is

$$Q_i = \frac{1}{\text{number of evaluators}} * \sum_{\text{evaluator}} \text{mark of the evaluator for quality criterion } i$$

The overall weighted quality is

$$Q = \sum_i Q_i * W_i$$

The score for quality is

$$SQ = \frac{Q}{Q \text{ of the bid with highest } Q} * 100 * \sum_i W_i$$

The score for price is

$$PP = \sum_i \frac{\text{lowest Price}_i \text{ of all bids}}{\text{Price}_i} * 100 * W_{\text{Price}_i}$$

Only bids that have reached a minimum of 60% for  $Q_1$ , will be taken into consideration when calculating the score for quality  $SQ$ , score for price  $SP$  and score  $S$ .

Only bids that have reached a minimum of 60% for the score  $S$  will be taken into consideration for awarding the contract.

## 15. Rejection from the procedure

Contracts will not be awarded to tenderers who, during the procurement procedure, are in one of the following situations:

- a) are in an exclusion situation;

- b) have misrepresented the information required as a condition for participating in the procedure or have failed to supply that information;
- c) were previously involved in the preparation of procurement documents where this entails a distortion of competition that cannot be remedied otherwise.

## **16. Intellectual Property Right (IPR)**

Please consult the contract for IPR related clauses.

If the results are not fully created for the purpose of the contract this should be clearly pointed out by the tenderer in the tender. Information should be provided about the scope of pre-existing rights, their source and when and how the rights have been or will be acquired.

In the tender all quotations or information originating from other sources and to which third parties may claim rights have to be clearly marked (source publication including date and place, creator, number, full title etc.) in a way allowing easy identification.

## Appendix A

**Attached to the Tender Specifications no. EMSA/NEG/44/2017**

### EDIFÍCIO EMSA - PORTAS AUTOMÁTICAS

				Periodicidade e tipo de inspeção no equipamento				
Designação	Nome / órgão	Marca	Localização	Mensalmente	De 2 em 2 meses	De 3 em 3 meses	Semestralmente	Anualmente
01	Portas de abertura automatizada							
01.01	Porta giratória	Porta giratória	Assa Abloy	Piso 0 - Entrada da Agência			Verificação de botoneiras, sensores e tensão de correia de transmissão. Ajustes e manutenção correctiva se necessário.	Verificação de software.
01.02	Portas de correr	1 Folha - vidro temperado	Hemer	3.48 (entrada cafeteria)				
		1 Folha - vidro em caixilho de alumínio	Besan / Assa Abloy	1.79 (MSS reunião)				
		2 Folhas - vidro em caixilho de alumínio	Besan / Assa Abloy	1.81 (MSS)				
		2 Folhas (1 fixa+1 móvel) - vidro em caixilho de alumínio	Hemer	01.4				
		2 Folhas (1 fixa+1 móvel) - vidro em caixilho de alumínio	Hemer	01.14				
		2 Folhas (1 fixa+1 móvel) - vidro em caixilho de alumínio com sistema de abertura integral em caso de evacuação	Besan / Assa Abloy	3.39 (entre cafeteria e varanda)				
		4 Folhas (2 fixas+2 móveis) - vidro temperado	Hemer	01.14				
		4 Folhas (2 fixas+2 móveis) - vidro temperado	Besan / Assa Abloy	0.26				
						Verificação de botoneiras, sensores e tensão de correia de transmissão. Ajustes e manutenção correctiva se necessário.	Verificação de carga de baterias de emergência e substituição se necessário	

### Appendix B

Attached to the Tender Specifications no. EMSA/NEG/44/2017

#### Price grid

The tenderer is requested to fill in the prices for the following items and submit together with all the tender documentation.

#### Price for maintenance services:

Unit	Description	Price Euro	in field
One (1) year	<b>Preventive maintenance</b> as described in point 2.1 of the Tender Specifications.		A
One (1) man hour	<b>Corrective / emergency maintenance</b> as described in point 2.2 of the Tender Specifications.  Technician (planned corrective maintenance or on call in a case of emergency) - cost per hour <u>during working days between 9:00 – 18:00</u>		B
One (1) man hour	<b>Emergency maintenance</b> as described in point 2.2 of the Tender Specifications.  Technician (on call) - cost per hour <u>out of working hours indicated above</u>		C

**Total price of the bid = [1 x (field A)] + [6 x (field B)] + [3 x (field C)] = ..... Euro**