

Tender Specifications

Attached to the Invitation to tender

Invitation to tender No. EMSA/NEG/37/2019 for Maintenance services, extension and alteration of existing CCTV installation

1. Introduction

The European Maritime Safety Agency (EMSA) was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council¹ for the purpose of ensuring a high, uniform and effective level of maritime safety.

Article 15.2c of Regulation 1406/2002 establishes that the Executive Director “*shall take all necessary steps (...) to ensure the functioning of the Agency in accordance with provisions of this Regulation.*”

2. Objective, scope and description of the contract

2.1. Contract objective

The purpose of this tender is to maintain the continuous functionality of the CCTV system in the EMSA building, and to increase the level of security in the premises and around the building's perimeter.

The tender procedure and the contract will cover the periodical preventive maintenance, corrective/emergency maintenance (including replacement of selected hardware elements, software and hardware upgrades), and the extension and alteration of the existing CCTV system (including installation of new cameras).

Additionally, on an ad-hoc basis, for new projects related to the CCTV system, provision of technical consultancy may be required.

2.2. General description of existing CCTV system

The existing closed-circuit television (CCTV) system installed in EMSA building is based on 'Bosch' BVMS 7.5 platform. The CCTV architecture is composed by a management and storage server (DIVAR IP 6000), located in the local data centre, and two CCTV image preview workstations - one next to the reception desk for permanent security surveillance, the second placed in the 'Facilities and Logistics' office.

The system is composed in total by 65 internal and external cameras; image capture is carried out through fixed 'bullet' cameras (mainly: NWC-0455) and mobile auto-dome cameras (mainly: VG4) with Bosch format protocols connected to local IP network.

¹ 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.).

2.3. Scope of contract and technical requirements

a) Maintenance services

- Preventive maintenance: the contractor will be requested to carry out two (2) preventive maintenance services per year, to verify the correct operation of the entire CCTV system, including check-up of hardware in the data centre, verification of the software, correction and fixing of any system 'bugs', fine-tuning of the cameras, cleaning the lenses, optimization of image preview workstations and making any adjustment requested by 'F&L' staff.
After each visit, a report needs to be provided, including a description of the equipment's conditions and all works undertaken during the maintenance visit;
- Corrective maintenance: to address any defects or breakdown detected in equipment in order to render its full functionality; fixing of the technical problems, repairing and/or replacement of any malfunctioning elements of the system that were detected during system's operation or were reported after periodical preventive maintenance services.
- Emergency maintenance: in case of emergency (upon EMSA's request), a technical intervention shall be executed within six (6) hours from the issue reporting/request.

b) Extension and alteration of the existing CCTV installation

- Based on a security assessment of the EMSA building, some minor weak points of the system have been reported. To improve the level of security, the report pointed out the areas where additional CCTV cameras should be fixed and connected to the system. These extension works will be executed upon EMSA's request.

c) Provision of technical consultancy in relation to the relevant system

- Consultancy services on an ad-hoc basis for new projects (extension and alteration of existing CCTV system).

General requirements:

- The Agency possesses all necessary licences for the existing system. In a case of installation of additional cameras, the expansion licence shall be taken into consideration.
- Any repair, upgrade, replacement or implementation of new equipment shall be obligatorily compatible with both existing software and hardware.

Due to security restrictions, the Agency cannot share drawings or photos indicating the location or detailed characteristics of the CCTV equipment, thus complete technical information will be available and disclosed during the on-site visit/information meeting – for details, please see Invitation for Tender.

2.4. Warranty for the equipment and installation

Tenderers shall provide as mandatory requirement a minimum period of quality warranty of two years for all new elements of CCTV system and executed works.

EMSA expects, from the tenderers, proposals for the extension of the standard two years quality warranty. If the tenderer provides a warranty for a longer period, this should be specified in the technical offer and will be considered for evaluation purposes (Appendix 3). Every additional year of warranty presented by the tenderer over the required minimum will be additionally scored in the evaluation of the award criteria.

3. Contract management responsible body

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

4. Project Planning

N/A

5. Timetable

The estimated date for signature of the contract is December 2019.

6. Estimated Value of the Contract

The maximum budget available for this contract is EUR 60000 excluding VAT.

7. Terms of payment

Payments will be made in accordance with the provisions of the draft **Framework Service Contract** available in the Procurement Section under the call to tender **EMSA/NEG/37/2019** on EMSA's website (www.emsa.europa.eu).

8. Terms of contract (purchase order)

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

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

9. Subcontracting

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners it shall indicate in its 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 criteria². 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

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

subcontractors as a whole fulfil the criteria.³ However, the selection criteria may apply individually where it is relevant in view of their nature.

10. 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 shall in particular include an English version of the documents requested under points 13.5 and 14 of the present Tender Specifications. The tenderer must comply with the minimum requirements provided for in these Tender Specifications. This includes 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.⁴

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) it shall indicate it in its offer by completing the form "Statement of Subcontracting / Joint Offer". This document is available on the Procurement Section / Calls for Tenders (Documents for tenderer) of EMSA's website (www.emsa.europa.eu).

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, the bank account on which payments are to be made and the email address to be used for contacts during the procurement procedure.
- b) **The Financial Identification Form completed**, signed and stamped. This document is available on the Procurement Section (Financial Identification Form) of EMSA's website (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)

Tenderers are exempt from submitting the Legal Entity Form and Financial Identification 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 shall 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 9, 12 and 13.2 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 13.4 of these specifications.

³ To rely on the capacities of a subcontractor means that the subcontractor will perform the works or services for which these capacities are required.

⁴ 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).

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 **15** of these specifications;

Part D: Setting out prices in accordance with point **11** of these specifications.

11. Price

- a) Price must be quoted for Maintenance services, extension and alteration of existing CCTV installation and shall include also the costs of travel and transport (personnel and materials), all tools, materials and installations, the protection and cleaning of the areas of intervention, all workmanships and all applicable insurances (particularly in terms of safety measures).
- b) Prices must be fixed amounts and non-revisable.
- c) Prices must be quoted in euro.
- d) Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Union, 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.

12. 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. However, the selection criteria may apply individually where it is relevant in view of their nature.

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.

13. 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.

13.1 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).

13.2 Grounds for exclusion – Exclusion criteria

To be eligible to participate in this contract award procedure, a tenderer must not be in any of the exclusion situations listed in the Declaration of Honour.

For this purpose, the Declaration of Honour available on the Procurement Section of EMSA's website (www.emsa.europa.eu) shall be completed and signed.

13.3 Legal and regulatory capacity – Selection criteria

13.3.1 Standards / Prerequisites

The tenderer must have the legal and regulatory capacity to pursue the professional activity needed for performing the contract.

13.4 Technical and professional capacity – Selection criteria

13.4.1 Standards / Prerequisites

The tenderer must have relevant technical capacity, namely a minimum of three (3) years of previous experience in provision of maintenance services related to the BOSCH CCTV system.

13.4.2 Evidence

- a) Statement or equivalent document confirming at least three (3) years of business activity on the market in an area relevant to the subject of the contract;
- b) List of at least three clients (date, name of the client, type of security installation, scope of services) for which similar maintenance services have been delivered during last three years;
- c) Statement or equivalent document from 'Bosch' (producer of the security system) confirming the professional competence of the tenderer to maintain and install its products.

14. Declaration of Honour (DoH)

Please note that the tenderer shall provide information with regards its situation and on the natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control and beneficial owners.

Upon request and within the time limit set by EMSA, the tenderer shall provide the following evidence concerning itself, the natural or legal persons as listed under the first paragraph, and concerning the natural or legal persons which assume unlimited liability for the debt of the tenderer:

For the exclusion situations described in (a), (c), (d), (f), (g) and (h) of the Declaration of Honour, production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the tenderer showing that those requirements are satisfied.

For the exclusion situations described in (a) and (b) of the Declaration of Honour, production of recent certificates issued by the competent authorities of the country of establishment is required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable,

including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The successful tenderer must provide the documents mentioned as supporting evidence before signature of the contract and within the deadline given by EMSA. This requirement applies to each member of the group in case of joint tender.

If the candidate already submitted such evidence for the purpose of another procedure, provided its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

15. Award criteria

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 ($W_1 = 15\%$): Quality of the proposal in terms of warranty for all new elements of CCTV system and executed works (Appendix 3).

For all bids that offer extra years of warranty on top of the minimum requested threshold (as per section 2.4), the evaluators will give marks between 0 - 10 for this quality criterion as per table below.

2 years (as mandatory / required)	0 points
3 years	2 points
4 years	5 points
5 years and more	10 points

2. Quality criterion 2 ($W_2 = 15\%$): Quality of the methodology for the contract implementation (way of communication in a case of emergency, capacity of urgent reaction, back-up system for replacement of the staff involved in the contract, etc.).

and the price criterion and associated weighting:

3. Price of the bid ($W_{price} = 70\%$): For evaluation purposes, the tenderer shall fill in the Appendix 1 – 'PRICE LIST table no. 1 (services)':
TOTAL PRICE OF THE BID = (2 x A.1) + (8 x B.1) + (3 x B.2) + (3 x B.3) + (6 x C.1)

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_2 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.

16. 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 used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise.

17. 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 shall be clearly pointed out by the tenderer in the tender. Information shall be provided about the scope of pre-existing rights, their source and when and how the rights to these 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 1 to the Tender Specifications – EMSA/NEG/37/2019

PRICE LIST – table no. 1 (services)

Item	Item description	Measure unit	Quantity	Unit price without VAT
A	PREVENTIVE MAINTENANCE			
A.1	Preventive maintenance service, including: intervention, technical report and recommendations for CCTV system upgrades.	one full semi-annual service	1	
B	CORRECTIVE / EMERGENCY MAINTENANCE			
B.1	Technician - planned corrective maintenance (including travel costs)	per man-hour	1	
B.2	Technician - intervention on call in case of emergency (including travel costs) <u>during working hours (from 08:00 to 18:00).</u>	per man-hour	1	
B.3	Technician - intervention on call in case of emergency (including travel costs) <u>out of working hours (from 18:00 to 08:00 and holidays).</u>	per man-hour	1	
C	CONSULTANCY SERVICE			
C.1	Technical consultancy service	per man-hour	1	
TOTAL PRICE OF THE BID for evaluation purpose = (2 x A.1) + (8 x B.1) + (3 x B.2) + (3 x B.3) + (6 x C.1)				

The total final prices of the bid must be all inclusive – including the costs of travel and transport (personnel and materials), all tools, materials and installations, the protection and cleaning of the areas of intervention, all workmanships and all applicable insurances (particularly in terms of safety measures).

Appendix 2 to the Tender Specifications – EMSA/NEG/37/2019

PRICE LIST – table no. 2 (products)

Reference / Type	Item description	Measure Unit	Quantity	Unit price without VAT
NTI-51022-A3S	Bullet compact camera 2MP 2.8-12mm auto IP66 SMB	unit	1	
NIN-51022-V3	IP Dome indoor camera 1080p	unit	1	
NDP-5512-Z30L	PTZ dome IR 2MP 30x IP66 pendant Surveillance cabinet 230VAC Pendant wall mount	unit	1	
NDP-4502-Z12	PTZ dome 2MP 12x clear indoor surface Surface MNT box for Auto-dome IP 4000	unit	1	
MBV-XCHAN-75	BVMS Professional 7.5 Camera/decoder extension licence	unit	1	
cabling	Halogen-free CAT 6 UTP cable Rail or tube with clamps including all accessory materials. Plugs & accessories	m	100	price per 100 m

Appendix 3 to the Tender Specifications – EMSA/NEG/37/2019

WARRANTY PROPOSAL

Item description	Proposed warranty period (required minimum: 2 years)
Warranty for all new elements of CCTV system and executed works	