

Invitation to tender

Procurement procedure No. EMSA/NEG/4/2021

for Purchase of wall partitions and related services

Subject & requirements	<p>Purchase of wall partitions and related services</p> <p>Please see Appendix I (to be found in the same document) for more information on the subject matter of the procurement and detailed requirements.</p> <p>Appendix II (below) is to be duly filled in and submitted as part of the bid.</p>
Deadline to submit bid	15/03/2021 16:00 hrs (Lisbon time)
Manner of submission bid	By email: NEG42021@emsa.europa.eu
Max value contract	EUR 60,000.00 excluding VAT
Type of contract	Framework Service Contract (attached to this Invitation to Tender)
Duration contract	48 months from contract signature
Contract management responsible body	<p>EMSA Unit - 4.2, in charge of Legal, Finance & Facilities</p> <p>Contact person: BARAONA Francisco (EMSA)</p>
Contact	NEG42021@emsa.europa.eu
On-site visit	<p>An on-site visit/information meeting is planned for the interval between 8th and 9th of March at the following address: EMSA, Praça Europa 4, 1249-206, Lisboa. To schedule an on-site visit, an e-mail shall be sent to the dedicated e-mail address: NEG42021@emsa.europa.eu no later than the 5th of March 2021.</p>

Exclusion criteria	<p>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.</p> <p>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.</p>
Selection criteria Economic and financial capacity	<p><u>Prerequisites:</u></p> <p>The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.</p> <p><u>Evidence:</u></p> <p>Financial statements for the last three years for which accounts have been closed.</p> <p>Statement of overall turnover and turnover relating to the relevant services for the last three financial years.</p>
Selection criteria Technical and professional capacity	<p><u>Prerequisites:</u></p> <p>The tenderer shall have at least two years of previous experience on the market in installing and removing interior partition walls and doors.</p> <p><u>Evidence:</u></p> <p>List of similar services done in the last two years.</p> <p>Dates of the listed services and references of the contact points in the companies where the services were performed</p>
Award criteria	<p>1. Quality criterion ($W_1 = 30\%$): Response time as described in point C - ii. of Appendix I.</p> <p>and the price criterion and associated weighting:</p> <p>2. Price of the bid ($W_{Price} = 70\%$).</p> <p>The price of the bid shall be determined as follows (all prices refer to the materials as described in Appendix I below):</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

	<p>f) Price per m² - assembly of interior doors</p> <p>g) Price per m² - disassembly of steel panels</p> <p>h) Price per m² - disassembly of glass panels with micro blinds</p> <p>i) Price per m² - disassembly of interior doors</p> <p>j) Price per m² - supply of movable and retractable walls</p> <p>k) Price per m² - assembly of movable and retractable walls</p> <p>l) Price per m² - disassembly of movable and retractable walls</p> <p>Price of the bid = (1xa)+(1xb)+(1xc)+(2xd)+(2xe)+(2xf)+(2xg)+(2xh)+(2xi)+(1xj)+(1xk)+(1xl)</p>
Validity of the bid until	31/AUG/2021
Authorising Officer	Dominika Łempicka-Fichter, Head of Corporate Services - Department 4
<p>While preparing your tender, please consult the draft Framework Service Contract and the following documents attached to this Invitation and/or available on the Procurement Section on the EMSA website www.emsa.europa.eu (Tabs: Working with Us - Procurement – Call for tenders):</p> <ul style="list-style-type: none"> ▪ <i>Very Low value and Low Value Procurement Procedure – Tendering Conditions</i> ▪ <i>Tenderer's checklist</i> ▪ <i>Declaration on Honour</i> ▪ <i>Statement subcontracting/joint offer (if applicable)</i> ▪ <i>Legal Entity Form and Financial Identification Form</i> 	

Appendix I

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 supplies and associated services are as follows:

A - Fixed partitions and doors:

Supply of:

1. **Opaque steel panels**, maximum 82mm thick, with mineral wool inside as acoustic insulation.
2. **Glass panels**, maximum 82mm thick, with micro blinds on the inside.
3. **Interior doors**, including frames, accessories, hinges and locks.

Assembly of:

4. steel panels similar to the ones described in point 1
5. glass panels similar to the ones described in point 2
6. doors similar to the ones described in point 3

Disassembly of:

7. steel panels similar to the ones described in point 1
8. glass panels similar to the ones described in point 2
9. doors similar to the ones described in point 3

B - Movable and retractable walls:

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

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.

At the moment EMSA uses Maars Metaline fixed partitions and requires products similar to the existing ones for this contract. Movable walls shall also be similar to the existing materials.

C – Composition of the offer

Bidders are required to quote the following, by filling in Appendix II to this Invitation:

- 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):

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.

Appendix II 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)	