

## Invitation to tender

### Procurement procedure No. EMSA/NEG/34/2022 for Provision of filming services

<b>Subject &amp; requirements</b>	<p><b>Provision of filming services</b></p> <p>In the context of its communication and awareness mandate, the European Maritime Safety Agency (EMSA) seeks to contract filming services for events in the following locations:</p> <ul style="list-style-type: none"> <li>In its headquarters in Praça <i>Europa 4, Cais do Sodré</i>, 1249-206 LISBOA, Portugal</li> </ul> <p>and/or</p> <ul style="list-style-type: none"> <li>A maximum of 500 kilometres from EMSA's headquarters (Praça <i>Europa 4, Cais do Sodré</i>, 1249- 206 LISBOA ,Portugal <i>(within the territory of Portugal</i>, as directed by the contracting authority.</li> </ul> <p>Within 48 hours of a request from EMSA, the contractor shall have the ability to provide a filming service comprising of:</p> <p>1 camera operator with</p> <ul style="list-style-type: none"> <li>Camera</li> <li>Camera batteries</li> <li>Lights</li> <li>Microphone (clip and hand)</li> <li>The necessary cables &amp; other technical equipment</li> </ul> <p>Under the direction of EMSA, the contractor will be expected to:</p> <ul style="list-style-type: none"> <li>Film exteriors, interiors, general views, cutaways, etc.,</li> <li>Record interviews as directed by the contracting authority in the situation and style required (exterior, interior),</li> <li>Provide all files to the contracting authority by means of file transfer or other no more than 24 hours after the end of filming.</li> </ul>
<b>Time limit for receipt of tender</b>	25/11/2022 at 16:00 hrs (Lisbon time)
<b>Manner of submission of tender</b>	By email: neg342022@emsa.europa.eu
<b>Max value contract</b>	EUR 15,000.00 excluding VAT
<b>Type of contract</b>	Framework Service Contract (attached to this Invitation to Tender)
<b>Duration contract</b>	48 months
<b>Contract management</b>	Executive Office - Contact person: MCDONALD Ruth (EMSA)

<b>responsible body</b>	
<b>Contact</b>	neg342022@emsa.europa.eu
<b>Exclusion criteria</b>	<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 (<a href="http://www.emsa.europa.eu">www.emsa.europa.eu</a>) shall be completed and signed.</p>
<b>Selection criteria</b>  <b>Economic and financial capacity</b>	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>a) The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.</li> <li>b) The tenderer must not be subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU) substantially affecting the performance of the contract (e.g., asset freezes and/or a prohibition on making funds or economic resources available). The prohibition applies throughout the whole performance of the contract.</li> </ul> <p><u>Evidence:</u></p> <ul style="list-style-type: none"> <li>a) Not applicable.</li> <li>b) Self-declaration that the tenderer is not subject to restrictive measures (e.g., asset freezes and/or a prohibition on making funds or economic resources available) substantially affecting the performance of the contract.</li> </ul>
<b>Selection criteria</b>  <b>Technical and professional capacity</b>	<p><u>Requirements:</u> The tenderer must have the relevant technical capacity to provide the requested services, namely a minimum of three years of previous experience in the provision of filming services relevant for the performance of the contract.</p> <p><u>Evidence:</u> List of the services provided within the last three years that demonstrate the requirements above.</p>
<b>Award criteria</b>	The contract will be awarded to the tenderer offering the <u>lowest price</u> per hour of work of one camera operator, including transport to location and all the equipment indicated in <i>Subject &amp; requirements</i> .
<b>Validity of the tender until</b>	31/5/2023
<b>Authorising Officer</b>	Andrea Tassoni, Head of the Executive Office
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](http://www.emsa.europa.eu) (Tabs: Working with Us - Procurement – Call for tenders):

- Very Low value and Low Value Procurement Procedure – Tendering Conditions
- Tenderer's checklist
- Declaration on Honour
- Statement subcontracting/joint offer (if applicable)
- Legal Entity Form and Financial Identification Form