

INVITATION TO TENDER No. EMSA/OP/03/2014

(Open Procedure)

Dear Sir/Madam,

1. The European Maritime Safety Agency (EMSA) is launching an invitation to tender for Services for Mobile Communications.

The invitation to tender follows the publication of the Contract Notice.

2. Tenderers who wish to submit an offer are invited to send to the Agency a bid duly signed by their authorised representative, together with three copies of their bid, strictly identical to the original bid (total: 1 original and 3 copies). Bids can be submitted in three different ways:

(a) either by registered post

in this case the bid should be posted not later than **10th March 2014** (the stamp of the **post office** acting as proof).

(b) or by hand-delivery

in this case hand delivery should be made not later than 17h00 (Lisbon local time) on **10th March 2014**.

A dated and signed receipt issued by an official of EMSA **has to be requested by the person delivering the bid** as proof of delivery of the bid.

(c) or by private courier service

in this case the bid should be 'deposited' with the Private courier service not later than **10th March 2014** (the slip issued by the private courier services acting as proof).

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

European Maritime Safety Agency

Roar Fondse

European Maritime Safety Agency (EMSA)

Praça Europa 4

1249-206 Lisboa

Portugal

3. Bids must be submitted in two envelopes, one inside the other. Both envelopes are to be sealed. The inner envelope must be marked as follows:

Call for tenders No. EMSA/OP/03/2014

NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT

To the attention of Mr Roar Fondse

The outer envelope must be marked as follows:

Call for tenders No. EMSA/OP/03/2014

To the attention of Mr Roar Fondse

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

4. Tenders must be

- signed by the tenderer or his duly authorised representative;
- perfectly legible so that there can be no doubt as to words and figures;
- drawn up using the model reply forms in the specification (Appendix A - Scenario for Price Calculation)

5. Period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect shall be until 31/12/2014.

6. The bids will be opened on 18th March 2014 at 10.00h (Lisbon local time), in the offices of the European Maritime Safety Agency, Praça Europa 4, 1249-206 LISBOA, Portugal.

This opening session will be public. A representative of each tenderer may attend the opening of the bids. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices indicated in each received bid will not be communicated. Should you wish to attend, please send a request (at least 5 calendar days before the date of the opening) to the following e-mail address: OPEN032014@emsa.europa.eu indicating the name of the attending person and the tenderer he/she represents.

7. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. These requirements are binding on the tenderer to whom the contract is awarded for the duration of the contract.

8. The tender specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity and the draft contract are available under the Procurement

Section relevant to the present call to tender on the EMSA website at the following address: www.emsa.europa.eu

9. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- **Before the final date for submission of tenders:**

- * At the request of the tenderer, EMSA may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing and sent to the following e-mail address OPEN032014@emsa.europa.eu

Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed.

- * EMSA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
- * Any additional information including that referred to above will be published on EMSA website in the Procurement section. The website will be updated regularly and it is tenderers' responsibility to check for updates and modifications during tendering.

- **After the opening of tenders**

- * If clarification is required or if obvious clerical errors in the tender need to be corrected, EMSA may contact the tenderer provided the terms of the tender 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 the EMSA Website (www.emsa.europa.eu)

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

12. Up to the point of signature, the contracting authority may either abandon the procurement or 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.

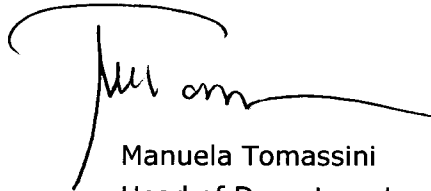
13. Once EMSA has opened the tender, the document shall become the property of EMSA and it shall be treated confidentially.

14. Tenderers will be informed of the outcome of this procurement procedure by email or fax. It is the tenderers' responsibility to provide a valid email address and fax

number together with your contact details in your tender offer and to check it regularly.

15. If tenderer's offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
16. Processing your reply to the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Head of Unit A.3 – Operations support. Details concerning processing of your personal data are available on the privacy statement "Information on personal data protection in procurement procedures" at: <http://www.emsa.europa.eu/about/personal-data-protection.html>
17. Your personal data may be registered in the Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Manuela Tomassini', with a large, sweeping initial 'M'.

Manuela Tomassini
Head of Department
Corporate Services

**Tender specifications
Attached to the Invitation to tender**

Invitation to tender N° EMSA /OP/03/2014 for Mobile Communications

1. Introduction

The European Maritime Safety Agency (EMSA) was established under Regulation 1406/2002/EC for the purpose of ensuring a high, uniform and effective level of maritime safety. Among its tasks, the Agency should facilitate cooperation between Member States and the European Commission in the field of European Vessel Traffic Monitoring and Information System in the context of Directive 2002/59/EC.

EMSA contributes to the enhancement of the overall maritime safety system in the European Union. Its goals are, through its tasks, to reduce the risk of maritime accidents, marine pollution from ships and the loss of human lives at sea.

The Agency develops and operates software applications that support member states in implementing European maritime legislation. In order to achieve its tasks the Agency has the need to be supported by a solid ICT and telecom infrastructure.

Further information about EMSA can be obtained on its website: www.emsa.europa.eu.

2. Objective, scope and description of the contract

The current procurement procedure will result in a service contract with one Contractor. The purpose of this procurement is to acquire mobile voice and data communication services in Portugal and abroad in roaming. The tenderer is requested to provide:

2.1. Mobile Communication Services

EMSA currently has a contract with:

- 30 only-voice mobile lines
- 35 Blackberry lines
- 15 Internet mobile cards

These figures are estimated to grow in the coming years.

The requested mobile communication services can be summarized as:

- Voice (no data) services in Portugal and abroad in roaming
- Voice and data services in Portugal and abroad in roaming;
- Data (no voice) services in Portugal and abroad in roaming;
- The transition phase from the current operator with number portability should be organised to avoid any disruption to EMSA operations;
- Access to premium rate numbers on these lines can be blocked on EMSA request, as well as it can be possible to set hard thresholds for data traffic both in Portugal and abroad in roaming to avoid inappropriate usage;
- Internal certified antennas could be installed in EMSA premises in order to guarantee a correct use of the mobile communications;
- Solution to split business and private phone calls.

The tenderer is also encouraged to quote in its offer any other special package which includes a combination of voice, data and roaming traffic. It is also possible to provide packages of voice, data and roaming traffic that can be consumed together by the aggregation of all the lines under this contract.

The tenderer can propose added values and related costs like, but not limited to:

- dedicated APN
- SMS Service Gateway
- service monitoring
- reporting tools
- replacement services (insurance on mobile equipment)
- Online viewing and/or managing of the consumptions, traffic, billing, etc.
- etc.

The tenderer should provide prices for all non-optional categories specified below. Failure to do so may result in the rejection of the bid in the evaluation stage.

For the categories presented below, the tenderer should provide the following details:

2.1.1. Voice communications from Portugal and abroad in roaming

- In Portugal, the tenderer is requested to present the price per minute toward:
 - other mobile lines in this contract;

- 1 Gigabyte per month
 - 2 Gigabytes per month
 - unlimited data transmission per month - a fair use policy is admitted.
- Other available bundles.
- Abroad in roaming
- Cost per megabyte in 3G/4G/Wi-Fi/etc.
- Cost per bundles of megabytes, for example:
 - 25 Megabytes per day
 - 50 Megabytes per day
 - 100 Megabytes per week
 - 100 Megabytes per month
 - 500 Megabytes per month
 - 1 Gigabyte per month
 - 2 Gigabytes per month
 - Other available bundles

2.1.4. Prices for messaging communications (SMS, MMS etc...)

- In Portugal
 - to Portugal
 - to EU, USA and Canada
- Abroad in roaming

2.2.Devices for Mobile Communication

Tenderers are requested to offer prices for the following devices. A package of new devices might be purchased at the start of the contract to replace the current mobiles. Exact quantity and models will be defined before the signature of the contract.

- Devices:
 - Phones
 - GSM at minimum tri-band (900/1800/1900 MHz)
 - Basic standard models
 - devices with EU certifications of quality
 - Smartphones
 - Blackberry with Wi-Fi and newer technology if available
 - iPhone with Wi-Fi and newer technology if available
 - Android with Wi-Fi and newer technology if available
 - Windows Phone with Wi-Fi and newer technology if available
 - Symbian with Wi-Fi and newer technology if available
 - Etc. (Manufacturer software with EU certifications of quality)
 - Tablet with Wi-Fi and/or 3G connection or newer technology

- EMSA's fixed lines: 211209 2xx, 3xx, 4xx and 211214 6xx, 7xx
 - different prices per the different Portuguese fixed line operators can be given;
 - Portuguese fixed lines (all providers)
 - Portuguese mobile lines
 - mobile numbers of the tenderer, outside of the EMSA contract
 - other providers divided by company
 - International fixed lines and mobile lines (separated by country and type of line)
- In Portugal, the tenderer is requested to present its service coverage;
 - Abroad in roaming, separated per country, price per minute to:
 - receive calls;
 - place calls;
 - SMS/MMS;
 - Abroad in roaming, the tenderer is requested to present the description of the roaming agreements and associated technical assurances and worldwide service reliability.
 - [optional] Price per bundles for voice communications, for example:
 - Portuguese landlines
 - 120 minutes per month
 - unlimited phone calls - a fair use policy is admitted.
 - Portuguese mobile lines
 - 120 minutes per month
 - International fixed lines and/or mobile lines
 - 30 minutes per month
 - 60 minutes per month
 - 120 minutes per month

2.1.2. Solution to support EMSA in identifying a methodology to split business and private usage

EMSA requests a solution to split business and private phone calls for each mobile line.

2.1.3. Prices for data communication

- In Portugal
 - Cost per megabyte in 3G/4G/Wi-Fi/etc.. out of any bundle;
 - Cost per bundles of megabytes, for example:
 - 500 Megabytes per month

- Blackberry
- iPad
- Android
- Windows
- Etc.
- Internet Mobile Cards/Systems:
 - USB
 - Share Mobile Wi-Fi Hotspot (3G/4G and newer technology if available)
 - Etc.
- The installation and maintenance services related with the devices should be presented.

2.3.Full Catalogue of Services

Tenderers are requested to attach their current full catalogue of services and devices with the corresponding price list to the bid. EMSA may decide to also request services and devices from the full catalogue, not listed under the sections 2.1 and 2.2 above.

The selected plans, or the activation or de-activation of services quoted in the bid should be upgradable at reasonable notice, to be agreed between EMSA and the contractor after signature of the contract.

The tenders may offer beneficial conditions for private use of EMSA Staff and families. However those will not be taken into consideration for the evaluation.

3. Contract management responsible body

The European Maritime Safety Agency – Unit A.3, in charge of Operations Support – will be responsible for managing the contract.

4. Project Planning

For this Service contract, the following milestones are envisaged:

- **Signature of the contract:** Work shall not start before the signature of the contract.
- **Kick-off:** Within four weeks after the signature of the contract, Kick-off meeting will be held in order to present a work break down structure of the tasks and to define the details of the work to be undertaken.

- **Final meeting:** Prior the end of the contract a final meeting shall be held to mark the end of the contract and enable the contracting parties to discuss the work accomplished.
- **Management meeting:** on demand meetings to be held between EMSA and the contractor.

Meetings will be held in EMSA premises in Lisbon, Portugal, although some meetings could take another form (e.g. virtual) if mutually agreed by EMSA and the contractor. EMSA will not reimburse any travel and subsistence expenses to the contractor, which may be incurred in relation to the attendance of the above meetings.

5. Timetable

The Service Contract will have a initial duration of 1 year with an automatic renewal up to three times for the duration of one year per each renewal.

The estimated date for signature of the contract is 1st quarter 2014.

The estimated date for the start of the service is 2nd quarter 2014.

6. Estimated Value of the Contract

The maximum budget available for this contract is of 140.000€ excluding VAT for the maximum duration of the contract.

7. Terms of payment

Payments shall be issued in accordance with the provisions of the **draft Service contract** available on the Procurement Section under the call to tender EMSA/OP/03/2014 on the EMSA website at the following address: www.emsa.europa.eu

8. Terms of contract

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

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

9. Financial guarantees

Not applicable

10. Sub-contracting

Sub-contracting is allowed only for installation and maintenance services.

If the tenderer intends to either sub contract 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. (NB: overall responsibility for the work remains with the tenderer).

If the tenderer relies on the capacities of subcontractors to fulfil selection criteria as specified in section 14.5 (technical and professional capacity), then each subcontractor must provide the required evidence for the exclusion and selection criteria. To rely on the capacities of a subcontractor does not mean that the contractor has to use deliveries or services of another company but that this company and its special capacity is central to the capacity of the contractor to fulfil the contract and that it cannot be easily changed or replaced. 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 fulfils the criteria.

11. Requirements as to the tender

Bids can be submitted in any of the official languages of the EU. The working language of the Agency is English. Bids must include an English version of the documents requested under point 14.5 & 15 of the present tender specifications.

The tenderer shall complete Tenderer's checklist.

If the tenderer intends to either sub contract part of the work or realise the work in co-operation with other partners (Joint Offers) he shall indicate in his offer by completion of the form – Information regarding joint offers and subcontracting.

The tender must be presented as follows and must include:

Signed cover letter indicating the name and position of the person authorised to sign the contract and the bank account on which payments are to be made.

Financial Form completed, signed and stamped; available on the Procurement Section (Financial Form) on the EMSA Website at the following address: www.emsa.europa.eu

Legal Entity Form completed, signed and stamped and requested accompanying documentation, available on the Procurement Section (Legal Entity Form) on the EMSA Website at the following address: www.emsa.europa.eu

Tenderers are exempt from submitting the Legal Entity Form and Financial Form requested if such a form has already been completed and sent either to EMSA or any EU Institution previously. 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 **10, 13, 14.2 and 14.3** of these specifications (part of the Exclusion criteria)

Part B: all the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Economic and Financial capacity** (part of the Selection criteria) set out under point **14.4** 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 **Technical and professional capacity** (part of the Selection Criteria) set out under point **14.5** of these specifications.

Part D: 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 E: setting out **prices** in accordance with **point 12** of these specifications.

12. Price

The tenderer is requested to fill the price table presented in Appendix A – Scenario for Price Calculation.

The tenderer is requested to present the full catalogue of services and devices and respective price list of all their mobile communication services, in accordance with the instruction given under point 2.1, 2.2 and 2.3.

The prices for Mobile Communications shall include:

- Installation costs; which shall be included in the first invoice;
- Monthly rates where applicable (e.g.: equipment rental costs).

Prices must be quoted in Euro.

Prices must be fixed amounts and remain valid for the duration of the contract. The prices will be subject to revision only based on the price revision mechanisms envisaged in the draft contract. Invoicing shall be done monthly.

Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Union, EMSA is exempt from all duties, taxes and other charges, including VAT. This applies to EMSA pursuant to the Regulation 1406/2002/EC. These duties, taxes and other charges can therefore not enter into the calculation included in the bid. The amount of VAT must be shown separately.

13. 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.

14. Information concerning the personal situation of the service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required

14.1. Legal position – means of proof required

When submitting their bid, tenderers are requested to complete and enclose the **Legal Entity Form** and requested accompanying documentation, available on the Procurement Section (Legal Entity Form) on the EMSA Website at the following address: www.emsa.europa.eu

14.2. Grounds for exclusion - Exclusion criteria

To be eligible for participating in this contract award procedure, tenderers must not be in any of the following exclusion grounds:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning

- those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
 - c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
 - e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union financial interests;
 - f) they have been the subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

14.3. Evidence to be provided by the tenderers

For this purpose the Declaration on Honour available on the Procurement Section on the EMSA Website (www.emsa.europa.eu) shall be completed and signed.

Please note that the tenderer to whom the contract is to be awarded shall provide additional proof evidencing eligibility.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are 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.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

When the tenderer to be awarded the contract has already submitted relevant evidence to EMSA, it remains valid for 1 year from its date of submission. In such a case, the reference of the relevant project(s) should be mentioned and the Contractor is required to submit a statement of confirmation that their situation has not changed.

14.4. Economic and financial capacity – Selection criteria

Requirements:

- The tenderer must be in stable financial position and the economic and financial capacity to perform the contract.

Evidence:

- Financial statements for the last three years for which accounts have been closed.
- Statement of overall turnover and turnover relating to the relevant services for the last three financial years.
- Tenderers are exempt from submitting the documentary evidence if such evidence has already been completed and sent to EMSA for the purpose of another procurement procedure and still complies with the requirements. In this case the tenderer should simply indicate on the cover letter the procurement procedure where the evidence has been provided.
- If, for some exceptional reason which EMSA considers justified, a tenderer is unable to provide one or other of the above documents, he may prove his economic and financial capacity by any other document which EMSA considers appropriate. In any case, EMSA must at least be notified of the exceptional reason and its justification in the tender. EMSA reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

14.5. Technical and professional capacity – Selection criteria

Requirements:

- The tenderer must have a very good level of technical and professional capability, namely know-how, efficiency, experience and reliability in this technical domain, to perform the contract.

Evidence:

- a list of the principal services provided and supplies delivered in the last two years;
- a description of the technical equipment and the measures employed to ensure the quality of supplies and services;
- an indication of the technicians or technical bodies involved, whether or not belonging directly to the firm, especially those responsible for quality control;
- a statement of the average annual manpower and the number of managerial staff of the service provider or contractor in the last two years;
- If applicable, a list of sub-contracting companies and a description of the responsibilities.

15. 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 (Q_1) ($W_1 = 40\%$) – Quality of the services provided** including:
 - a. description of the company coverage in Portugal;
 - b. description of the worldwide partnerships for roaming and technical assurances of roaming service quality;
 - c. description of the H24 customer support services;
 - d. description of the billing and monitoring tools available on line.
- 2. Quality criterion 2 (Q_2) ($W_2 = 10\%$) - Quality of a solution to support EMSA in identifying a methodology to split business and private phone calls**

and the price criterion and associated weighting:

- 3. Price of the Scenario ($W_{Comm} = 50\%$) presented in the Appendix A - Scenario for Price Calculation.**

The tenderer is requested to fill all the price tables detailed in the Appendix A, using its price plan most suitable to minimise the overall communication cost. This price plan might include a monthly fee to cover for a fixed amount for voice and data

communication. The prices in the scenario will be considered for evaluation purposes only, and do not match the actual quantities of consumption.

The price of the scenario to be used in the award criteria will be calculated according to the following formula:

$$\text{Price of the Scenario} = \text{Price 1} \times 0,30 + \text{Price 2} \times 0,05 + \text{Price 3} \times 0,25 + \text{Price 4} \times 0,05 + \text{Price 5} \times 0,05$$

Whereas:

1. Price 1: is the price for the National (inside Portugal) Communication Services
2. Price 2: is the price for the International Communication Services
3. Price 3: is the price for the Roaming Communication Services
4. Price 4: is the price for the Data Communication in Roaming
5. Price 5: is the price for the 3G Card Services
6. Price 6: is the price for the Mobile Communication Devices

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

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

Only bids that have reached a minimum of 60 % for Q_1 and 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 70 % for the score S will be taken into consideration for awarding the contract.

16. Contracts will not be awarded to tenderers who, during the procurement procedure:

- a) are subject to a conflict of interest
- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

17. False declarations

Without prejudice to the application of penalties laid down in the contract, tenderers and contractors who have been guilty of making false declarations concerning situations referred to in points 14 and 15 above or have been found to have seriously failed to meet their contractual obligations in an earlier procurement or grant shall be subject to administrative and financial penalties set out in Article 145 of Commission Delegated Regulation of 29.10.2012 on the rules of application of Regulation (EU) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

18. 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 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.



European Maritime Safety Agency

Appendix A to the Tender Specifications

Housing/Hosting Services for Mobile Communications

Scenario for Price Calculation

Tender n° EMSA/OP/03/2014

The present document specifies the Mobile Communications Price List.

This price list is mandatory to be filled in and will be used for the price definition in the as specified in the Tender Specifications, section 14 - award criteria. Failure to complete all necessary prices in the price list may lead to the rejection of the bid at the evaluation stage.

1. PRICE CALCULATION FORMULA

The price for the award criteria will be calculated according to the following formula:

$$\text{Price} = \text{Price 1} \times 0,30 + \text{Price 2} \times 0,05 + \text{Price 3} \times 0,25 + \text{Price 4} \times 0,05 + \text{Price 5} \times 0,05$$

2. PRICE 1: NATIONAL (INSIDE PORTUGAL) COMMUNICATION SERVICES

This price 1 calculation considers the usage of a pre-defined monthly communication package that includes voice and data. The prices here requested are:

- Price 1.1: price of services inside the monthly communication package
- Price 1.2: price of services outside the monthly communication package, i.e. once the monthly communication package is exhausted.

Note that the requested service "voice to EMSA mobile" refers to voice communications between EMSA mobile phones using the new services to be acquired using this service contract.

Services	Price 1.1 inside monthly package	Price 1.2 outside/extra monthly package	Sum Price 1.1 + Price 1.2
Voice to EMSA mobile (1 min)			
voice to mobile (1 min)			
voice to fixed (1 min)			
1 SMS			
1 MMS			
1 MB			
Price 1 (total Sum)			

The Price 1 is total sum of the prices 1.1 and 1.2 for the services requested.

3. PRICE 2: INTERNATIONAL COMMUNICATION SERVICES

The price 2 calculation considers international communication to a pre-selected sample of countries. The prices here requested are:

- Price 2.1: price of services for the EU Member States. In case of different prices per EU Member States, the tenderer is requested to present the average price.
- Price 2.2: price of services for European Countries outside EU. In case of different prices per country, the tenderer is requested to present the average price.
- Price 2.3: price of services for the USA.
- Price 2.4: price of services for Canada.

Services	Price 2.1: EU Member States	Price 2.2: Europe (non EU)	Price 2.3: USA	Price 2.4: Canada	Sum Price 2.1 + Price 2.2 + Price 2.3 + Price 2.4
voice to mobile (1 min)					
voice to fixed (1 min)					
1 SMS					
1 MMS					
				Price 2 (total Sum)	

The Price 2 is total sum of the prices 2.1, 2.2, 2.3 and 2.4 for the services requested.

4. PRICE 3: ROAMING COMMUNICATION SERVICES

The price 3 calculation considers communication services in roaming to a pre-selected sample of countries. The associated weight to each country reflects its importance to EMSA business. The prices here requested are:

- Price 3.1: price for incoming call (1 minute);
- Price 3.2: price for outgoing call to Portugal (1 minute);
- Price 3.3: price for 1 SMS to Portugal.

Note that EMSA is considering the same roaming price for all EU Member States, if that is not the case the tenderer is requested to present the price average for All EU Member States in the respective field on the table below.

Region	Country	Weight	Price 3.1: incoming call (1 min)	Price 3.2: outgoing call (1 min)	Price 3.3: 1 SMS	(Sum Price 3.1 + Price 3.2 + Price 3.3) x Weight
Africa	Kenya	2				
Africa	Nigeria	2				
Africa	South Africa	2				
Asia	Australia	3				
Asia	Bangladesh	2				
Asia	China	3				
Asia	Fiji	2				
Asia	India	3				
Asia	Indonesia	3				
Asia	Japan	3				
Asia	Malaysia	3				
Asia	New Zealand	2				
Asia	Pakistan	2				
Asia	Philippines	3				
Asia	S. Korea	3				
Asia	Singapore	3				

Region	Country	Weight	Price 3.1: incoming call (1 min)	Price 3.2: outgoing call (1 min)	Price 3.3: 1 SMS	(Sum Price 3.1 + Price 3.2 + Price 3.3) x Weight
Asia	Taiwan	3				
Asia	Thailand	2				
Black Sea	Armenia	1				
Black Sea	Azerbaijan	1				
Black Sea	Georgia	2				
Black Sea	Kazakhstan	1				
Black Sea	Moldova	1				
Black Sea	Turkmenistan	1				
Europe	All EU Member States	5				
Europe	Bosnia & Herzegovina	2				
Europe	Gibraltar	3				
Europe	Iceland	4				
Europe	Norway	4				
Europe	Russia	4				
Europe	Switzerland	4				
Europe	Turkey	3				
Europe	Ukraine	3				
Mediterranean	Albania	3				
Mediterranean	Algeria	3				
Mediterranean	Egypt	3				
Mediterranean	Israel	3				
Mediterranean	Jordan	2				
Mediterranean	Lebanon	2				
Mediterranean	Libya	1				
Mediterranean	Montenegro	2				
Mediterranean	Morocco	3				
Mediterranean	Palestine	1				

Region	Country	Weight	Price 3.1: incoming call (1 min)	Price 3.2: outgoing call (1 min)	Price 3.3: 1 SMS	(Sum Price 3.1 + Price 3.2 + Price 3.3) x Weight
Mediterranean	Syria	1				
Mediterranean	Tunisia	3				
Middle East	Abu Dhabi	3				
Middle East	Dubai	3				
N. America	Canada	3				
N. America	Mexico	3				
N. America	USA	3				
S.America	Argentina	2				
S.America	Brazil	2				
S.America	Colombia	2				
					Price 3 (total sum)	

The Price 3 is total sum of the prices 3.1, 3.2 and 3.3 of the services for the requested countries.

5. PRICE 4: DATA COMMUNICATION IN ROAMING

The price 4 calculation considers data communication in roaming to a pre-selected sample of countries. The associated weight to each country reflects its importance to EMSA business. The price here requested is:

- Price 4.1: price for 1MB of data transfer in roaming in the respective country;

Note that EMSA is considering the same data communication roaming price for all EU Member States, if that is not the case the tenderer is requested to present the price average for All EU Member States in the respective field on the table below.

Region	Country	Weight	Price 4.1: 1 MB	Price 4.1 x Weight
Europe	All EU Member States	5		
Europe	Iceland	4		
Europe	Norway	4		
Europe	Russia	4		
Europe	Switzerland	4		
N. America	Canada	3		
N. America	USA	3		
			Price 4 (total sum)	

The Price 4 is total sum of the prices 4.1 with associated weight for the requested countries.

6. PRICE 5: 3G CARD SERVICES

This price 5 calculation considers the usage of a pre-defined monthly national data communication package using a 3G card device. The prices here requested are:

- Price 5.1: price of 1MB data transfer inside the national data communication package;
- Price 5.2: price of 1MB data transfer outside the national data communication package, i.e. once the monthly package is exhausted.

Service	Price 5.1 inside monthly package	Price 5.2 outside/extra monthly package	Price 5 = Sum Price 5.1 + Price 5.2
1 MB (National)			

The Price 5 is total sum of the prices 5.1 and 5.2.

7. PRICE 6: FOR THE MOBILE COMMUNICATION DEVICES

This price 6 calculation considers the acquisition of the mobile devices presented in the table below.

Mobile Device	Price per Unit
iPhone 5S 16GB or similar	
Nokia Lumia 800 or similar	
Nokia Lumia 625 or similar	
Nokia Lumia 520 or similar also of other brand	
Nokia 515 or similar	
4G Mobile Wi-Fi Router or similar	
Price 6 (total sum)	

The Price 6 is total sum of the prices per mobile device.