


Invitation to tender
procurement procedure N° EMSA/NEG/27/2014
for "Thermic insulation in the office "

<p>Subject & requirements</p>	<p>The European Maritime Safety Agency (EMSA) is launching an invitation to tender for "Thermic insulation in the office "</p> <p>The requested works include:</p> <ul style="list-style-type: none"> • Carpet, skirting-board, electrical plug and furniture removal works. • Construction on metal structure for false wall • Installation of 50mm mineral wool in the area • Fixation on plaster plates on the area • Works on plaster junction plates and paper sand • Fixation on skirting-board • Painting on the intervened area with the same colour • Tiles carpet cut and readjustment and plug installation <p>The measurements of the materials for requested works are as follows:</p> <ul style="list-style-type: none"> • Mineral wool – 14,00 m² • False wall in plaster plates – 14,00 m² • Paintings – 14,00 m² • Skirting-board – 5,60 m <p>The more detailed specification can be obtained during the on-site visit between 14/05/2014 and 16/05/2014.</p> <p>The contractor shall ensure that tasks are carried out without detriment to the general functioning of EMSA services and shall be responsible for any damage caused to the existing structure.</p> <p>The price offer must include all materials used, works and arrangements proposed, as well as the costs of transport.</p>
<p>Deadline to submit bid</p>	<p>28/05/2014, 12:00(Lisbon time)</p>
<p>Manner of submission of bid</p>	<p>By email: NEG272014@emsa.europa.eu</p>
<p>Max value contract</p>	<p>2000 Euro excluding VAT</p>
<p>Type of contract</p>	<p>Purchase Order</p>
<p>Duration contract</p>	<p>Delivery shall take place at the latest 45 days after the signature of the contract by the last contracting party.</p>

Contract management responsible body	Unit A.2.3, in charge of Facilities and Logistics Contact person: Mr Francisco Baraona
Contact	<u>NEG272014@emsa.europa.eu</u>
On-site visit/meeting	Between 14/05/2014 and 16/05/2014 . Written request for dates of the visits to be send to NEG272014@emsa.europa.eu before 14/05/2014.
Validity of the bid until:	31 December 2014
Award criteria	<p>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:</p> <ol style="list-style-type: none"> 1. Quality criterion 1 ($W_1 = 40\%$): Quality of the proposed materials, based on provided description and technical specification. and the price criterion and associated weighting: 2. Price of the bid ($W_{Price} = 60\%$).
Signature and date Manuela Tomassini Head of Department Corporate Services	 08 MAY 2014
Please consult the following documents while preparing your tender: <ul style="list-style-type: none"> • <i>Low-Value Procurement Procedure – Tendering Conditions</i> • <i>Purchase Order</i> • <i>Tenderer's checklist</i> • <i>Statement subcontracting/joint offer</i> • <i>LEF and BAF</i> 	
Available at: <u>www.emsa.europa.eu/low-value-procurement</u>	