

Invitation to tender
procurement procedure N° EMSA/NEG/39/2014
“Purchase of replacement parasol tops and covers”

Subject & requirements	<p>The European Maritime Safety Agency (EMSA) is launching an invitation to tender for the purchase of replacement parasol tops and covers for the EMSA terrace.</p> <p>The required items are:</p> <ul style="list-style-type: none"> • 8 Parasol tops with dimensions 4m x4m in dralon fabric in off-white colour (Cru). The tops have 8 securing rods (varas). The replacement tops must fit the parasols currently on the EMSA terrace. • 8 Parasol covers to protect the parasols during the winter period. In white or beige colour with zipper system integrated with a pulley rope to make it easy to close and open. The heights of the parasols are 2.85m. <p>The more detailed specification can be obtained during the on-site visit between 28/07/2014 and 29/07/2014.</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 furniture.</p> <p>The price offer must include all materials used, works and arrangements proposed, as well as the costs of transport.</p>
Deadline to submit bid	25/08/2014 at 12:00 Lisbon time
Manner of submission bid	By email: neg392014@emsa.europa.eu
Max value contract	6,300 Euros excluding VAT
Type of contract	Purchase Order
Duration contract	Delivery shall take place at the latest 45 calendar days after the signature of the contract by the last contracting party.
Contract management responsible body	Unit A.1.2, Mission and Events Support Contact person: Sharif Abu-Ghazlaeh
Contact	NEG392014@emsa.europa.eu

On-site visit	Between 28/07/2014 and 29/07/2014, office hours 9.00 -17.00. Written request for dates of the visits to be send to NEG392014@emsa.europa.eu .
Award criteria	<p>Best price for quality (weightings):</p> <p>The contract will be awarded to the tender who submits the most economically advantageous bid (the one with the 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 tops and covers based on the provided description and specification. <p>and the price criterion and associated weighting:</p> <ol style="list-style-type: none"> 2. Price of the bid ($W_{Price} = 60\%$).
Validity of the bid until:	31 December 2014
Signature and Date: Manuela Tomassini Head of Department Corporate Services	
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>Tenderers checklist</i> • <i>Statement subcontracting/joint offer</i> • <i>LEF and BAF</i> Available at: http://www.emsa.europa.eu/work/procurement/calls.html	