

## Invitation to tender

### Procurement procedure No. EMSA/NEG/12/2019

### for Brokerage services and insurance cover for oil pollution response equipment stored in The Netherlands

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| <b>Subject &amp; requirements</b>           | <p>The objective of this procurement procedure is to contract insurance cover for Oil Spill Response Equipment stored in Rotterdam (The Netherlands) through a local insurance broker.</p> <p>Please see Enclosure 1 for more details and minimum requirements for the insurance cover.</p>                                    |
| <b>Deadline to submit bid</b>               | 11/03/2019 12:00 hrs (Lisbon time)   |
| <b>Manner of submission bid</b>             | By email: NEG122019@emsa.europa.eu   |
| <b>Max value contract</b>                   | EUR 15000 excluding VAT  |
| <b>Type of contract</b>                     | Purchase Order (attached to this Invitation to Tender)   |
| <b>Duration contract</b>                    | 12 months from contract signature  |
| <b>Contract management responsible body</b> | <p>EMSA Unit - C.1, in charge of Pollution Response Services</p> <p>Contact person: Frédéric Hébert, Head of Unit</p>  |
| <b>Contact</b>                              | NEG122019@emsa.europa.eu   |
| <b>Exclusion criteria</b>                   | <p><u>Requirement</u><br/>The tenderer must not be in any of the exclusion situations listed in the Declaration on Honour (Enclosure 3).</p> <p><u>Evidence</u><br/>The tenderer shall provide the Declaration on Honour (Enclosure 3) signed and dated, stating that it is not in one of the listed exclusion situations.</p> |

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| <p><b>Selection criteria</b></p> <p><b>Legal and regulatory capacity</b></p>   | <p><u>Requirement:</u><br/>The tenderer must have the legal and regulatory capacity to pursue the professional activity needed for performing the contract resulting from this procurement procedure. The tender must therefore be registered as insurance distributor in the Netherlands or being registered in another EEA country and notified for the single European licence in the Netherlands.</p> <p><u>Evidence:</u><br/>The tenderer shall provide the Declaration on Honour (Enclosure 3) signed and dated stating that it fulfils the selection criterion.</p>   |
| <p><b>Award criteria</b></p>   | <p>Best price for quality.</p> <p>Only the tenderers offering an insurance policy complying with the minimum requirements as laid down under part B “Compliance matrix” of the Bid template 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 criteria and their associated weightings:</p> <p><b>Quality criterion:</b> (<math>W_1=40\%</math>):<br/>Degree of insurance cover beyond the minimum requirements as declared by the tenderer in Enclosure 1 “Compliance matrix”.</p> <p>N.B: tenders offering under part C of the bid template “advantageous cover” and “additional cover” going beyond the minimum requirements will be evaluated higher.</p> <p><b>Price criterion:</b> (<math>W_2=60\%</math>)<br/>P: Total price covering all costs related to the services, including full annual premium and brokerage fees as per part D of the Bid template.</p> |
| <p><b>Validity of the bid until</b></p>  | <p>31 May 2019</p>   |
| <p>While preparing your tender, please consult the following documents and the draft Purchase Order attached to this Invitation and/or available on the Procurement Section on the EMSA website <a href="http://www.emsa.europa.eu">www.emsa.europa.eu</a> (Tabs: Working with Us - Procurement – Call for tenders):</p> <ul style="list-style-type: none"> <li>▪ Very Low value and Low Value Procurement Procedure – Tendering Conditions;</li> <li>▪ Tenderers’ checklist (point E of the “Bid template”);</li> <li>▪ Statement subcontracting/joint offer (if applicable);</li> <li>▪ Legal Entity Form and Financial Identification Form;</li> <li>▪ Declaration on Honour.</li> </ul> <p>Available at: <a href="http://www.emsa.europa.eu/work/procurement/calls.html">http://www.emsa.europa.eu/work/procurement/calls.html</a></p> |  |