

Annex II to the Invitation to Tender

Frontex/OP/241/2018/DT

Terms of Reference

Provision of Sanitary Supplies

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1. General Information

This document defines the terms and conditions to establish a framework contract (FWC) in the area of Safety and Health Management, specifically with sanitary supply following a pre-defined catalogue of items for the purchase of Personnel Protective Equipment (PPE).

These Terms of Reference (ToR) describe the minimal requirements for the requested products and will become an integral part of the framework contract that may be awarded as a result of this tender procedure.

All the information included in this document, its annexes and other referred documents shall be taken into consideration by the Tenderer during the preparation of offer and by the Contractor during the contract's implementation.

2. Objective and aim of the contract

So far the supply of persons engaged within Frontex coordinated activities with Personal Protective Equipment (PPE) is conducted by following solely decentralized and locally executed purchasing procedures. Based on the enlarged operational activities of the Agency since 2015 the quantitative needs of PPE has constantly increased and remains at a high level. Thus for 2018 it is indicated to purchase, amongst other PPE as listed below, an amount of approx. 64,000 pairs of disposable medical gloves, approx. 20,000 face masks, approx. 6,000 travel-size hand sanitizers and approx. 2,000 single-use gown for the first assessment.

Therefore this Framework Contract (FWC) aims to provide Frontex with the capacity to obtain PPE following a pre-defined catalogue of items each time when needed, according to the terms and conditions described here below. Next to standardizing and unifying the important supply with high quality PPE, this contract will also streamline the PPE delivery and distribution in a more efficient and timely manner.

3. Required deliverables

3.1. Personal Protective Equipment (PPE)

Description:

Personal Protective Equipment (PPE) in the sense of this ToR are small sanitary and not-sophisticated protective disposables used by persons engaged in Frontex operational activities mainly at first reception, as listed as following:

- Disposable light medical gloves
- Disposable type IIR surgical facemask
- Disposable medium efficiency respiratory facemask
- Hand sanitizer (two types/sizes requested)
- Disposable single-use gown for first assessment
- Spray for disinfection of surfaces
- Wet disinfectant cloth for surface cleaning (separately packed)
- Sunscreen
- Insect repellent spray
- First Aid emergency kit

The required characters and criteria are described in more detail in Appendix 1.

Complementary information:

- The distribution and delivery shall follow the principle 'one face to the customer' and should happen on the shortest possible notice;
- The overall quality of the PPE shall be compliant to the minimum set quality requirements as described in point 3.3. of this ToR;
- The PPE must follow the technically set criteria and standards as listed in Appendix 1 ('PPE Catalogue');
- For each type of PPE the indicated packaging dimension (as listed in Appendix 1) shall be met;
- The related points of delivery are pre-defined as listed in Appendix 2 ('Location List');

3.2. Delivery

The ordered PPE shall be either delivered to:

- Frontex Headquarters at Plac Europejski 6, 00-884 Warsaw, Poland
or
- Any other location within European Union indicated by Frontex in Appendix 2 ('Location List').

Delivery shall take place on dates and times and to the destinations specified in the Specific Order. The delivery points (Appendix 2 'Location List') may be modified on annual basis starting one (1) year after the date on which the FWC has been signed.

3.3. Standard Quality Requirements

All items to be supplied must be new, unused and sealed. All the items must be fully compliant with the technical requirements as specified in respective Appendix 1.

3.3.1. General quality requirements for PPE

- Customary market product;
- Compliant to the characteristics and criteria as specified in Appendix 1;
- Conformity to the set EU standards;
- Conformity/equivalence to the specified set effective ranges (e.g. RKI disinfectant list);
- Conformity to the set and required package size/container;
- As regards skin applicable PPE's fully dermatologically tested and certified.

3.3.2. Quality requirements for packaging

Packaging/boxing for shipping shall be appropriate so no damage to the products is caused during the shipment and clearly labelled, indicating the name and exact quantity of the products contained in the package/box.

The Contractor is obliged to replace any ordered item if the item happens to be damaged. Such replacement will take place within five (5) working days.

4. Contract Implementation

4.1. Contract type & duration

The envisaged contract is a single FWC for delivery of sanitary supplies described in the Terms of Reference (Annex II).

The duration of the FWC shall be two (2) years with possibility of extension for another period of two (2) years. The maximum total duration of this FWC, including the extension, is four (4) years. The FWC provisions shall continue to apply to the Specific Orders after its expiry, but no longer than 6 months.

4.2. Specific Orders

Each time a certain type and quantity of supplies is needed, Frontex will issue and send to the Contractor a Specific Order, specifying the quantity and delivery/shipment destination(s) as well as expected time of a delivery.

The Contractor must send the counter-signed and dated Specific Order back to Frontex within maximum three (3) working days.

Once the Specific Order is signed by both parties, the provision of the service shall start within the timeframe indicated therein. If the date is not specified, the Contractor will deliver the ordered items within maximum 10 working days from the date of a counter-signature.

4.3. Language

For the implementation of the contract, all communications shall be made in English.

4.4. Payments

The payment for each Specific Order will be made within 30 days from receipt of the invoice by Frontex.

Any invoices shall indicate the Frontex' number of the Specific Order (including the FRO... number) and should be sent in pdf format to the following address: invoices@frontex.europa.eu

4.5. Acceptance and reporting

The services contracted under each Specific Order will be considered accepted upon the acceptance of all the deliverables under the Specific Order and expressed officially in writing by Frontex by means of signing of the Deliverable Acceptance Form (Model 'Acceptance Form' in Appendix 3).

The contractor shall report to Frontex upon execution of the order and/or in exceptional cases when specific situation requires additional reporting.

All reports shall be submitted in written in English language to the Frontex contact point responsible for each Specific Order.

4.6. Delivery prices

Frontex allows a possibility of delivery price negotiation once per year, but only based on documented official price increase of a recognized carrier the tenderer uses regularly for the purpose of the execution of this FWC. Delivery price negotiations may start one (1) year after the date on which the FWC has been signed.





5. Appendixes






Appendix 1 - PPE description of items (Catalogue)

Appendix 2 - Location List

Appendix 3 - Model of Acceptance Form

Appendix 1 - Personal Protective Equipment (PPE) - Catalogue of items

<p>Disposable light medical gloves</p> 	<ul style="list-style-type: none"> • Nitrile-based • non-powdered • normal cuffed • non-sterile (nursing) • conform to EN 455 and EN 374 • AQL standard min. 1.5 • available sizes: S, M, L, XL <p><i>(1 box of any size = 50-60 pairs)</i></p>
<p>Disposable type IIR surgical facemask</p> 	<ul style="list-style-type: none"> • consisting of one, two or three layers of flat or pleated fabric • affixed to the head with ear loops • without shield • splash resistant • EU standard class type IIR • barrier protection conform to EN14683:2005 <p><i>(1 box = 50-60 pieces)</i></p>
<p>Disposable medium efficiency respiratory facemask</p> 	<ul style="list-style-type: none"> • respirator as protective device for efficient filtration of airborne particles conform to N95 (US) or FFP2 (EU) standard with valve • each pack for seal fitting purposes threefold sorted and packed (meaning three different types/models/sizes of masks, e.g. horizontal-fold, basket type etc.) <p><i>(per pack = 3 pieces, threefold sorted)</i></p>
<p>Hand sanitizer</p> 	<ul style="list-style-type: none"> • antibacterial (incl. MRSA), antiviral (incl. Norovirus/HBV/HIV/HCV) and antifungal/fungicidal • conform to effective range AB (RKI disinfectant list or equivalent) • alcohol, phenol or aldehyde based and antiseptic • texture in form of gel, liquid or foam • availability needed as travel size hand sanitisers (60 ml \pm 10 ml) and as office-size dispensers (500 ml \pm 50 ml) <p><i>(travel size sanitisers: 1 pack = 50-60 pieces, 60 ml \pm 10 ml each)</i> <i>(office-size dispensers: per piece = 500 ml \pm 50 ml)</i></p>

<p>Disposable single-use gown for first assessment</p> 	<ul style="list-style-type: none"> • PP/PE based • non-sterile (nursing) • unisex, one size fits all and open back • splash resistant • EU standard class type IIR • conform to PPE Directive 89/686/EEC category III • conform to EN standard 14126 <p><i>(per pack = 50-60 pieces)</i></p>
<p>Spray for disinfection of surfaces</p> 	<ul style="list-style-type: none"> • antibacterial, anti-viruses and antifungal • conform to effective range A (RKI disinfectant list or equivalent) • suitable for the disinfection of working tables, furniture, and surfaces of equipment (e.g. glass sheet of finger scanners) • texture in form of spray • each item/unit contains min. 500 ml <p><i>(per piece)</i></p>
<p>Wet disinfectant cloth for surface cleaning</p> 	<ul style="list-style-type: none"> • separately packaged • antibacterial, anti-viruses and antifungal • conform with effective range A (RKI disinfectant list or equivalent) • suitable for the disinfection of working tables, furniture, and surfaces of equipment <p><i>(per pack = 100 pieces)</i></p>
<p>Sunscreen</p> 	<ul style="list-style-type: none"> • SPF factor 30 • contains both, organic and inorganic filters • UVA and UVB protection • dermatologically tested • 200-250 ml tubes <p><i>(per piece)</i></p>
<p>Insect repellent spray</p> 	<ul style="list-style-type: none"> • multi protection against mosquitos, biting housefly and ticks • preferably based on diethyltoluamide (DEET) • dermatologically tested • 100-120 ml aerosol can <p><i>(per piece)</i></p>

First Aid emergency kit



- contents and comply with DIN 13167 standard
- English manual

(per piece)

Appendix 2 - Location List

<u>Location</u>	<u>Code</u>
Alexandroupolis (Greece)	68100
Algeciras (Spain)	11207, 11204 & 11205
Almeria (Spain)	04720
Barbate (Spain)	11100
Cagliari (Italy)	9126
Cartagena (Spain)	30204
Catania/EURTF (Italy)	95121
Chios (Greece)	82100
Crotone (Italy)	88841
Elhovo (Bulgaria)	8700
Kilkis (Greece)	61100
Kos (Greece)	85300
Lampedusa (Italy)	92010
Las Palmas/Gran Canaria (Spain)	35004
Leros/Laki (Greece)	85400
Lesvos/Mytileni (Greece)	81100
Madrid (Spain)	28003, 28043 & 28006
Messina (Italy)	98149
Motril (Spain)	18600
Piraeus/EURTF (Greece)	85100
Pozzallo (Italy)	97016
Rome/ICC (Italy)	00040
Samos (Greece)	83100
Sofia (Bulgaria)	1202
Szeged (Hungary)	6724
Taranto (Italy)	74121
Trapani (Italy)	91100

Appendix 3 - Model of Acceptance Form

Model of Acceptance Form

FOR CONTRACT No

Original document - duly signed - to be attached to the invoice

DELIVERABLE DESCRIPTION

Please give reference to the Contract and short description of the deliverable.

Please describe observations and reservations if any.

In case of Deliverable rejection please detail reasons.

DELIVERABLE is ACCEPTED / REJECTED

To be filled in by Frontex:

Official responsible for acceptance (in block capitals):	
Date and signature	
Official responsible for final validation (in block capitals):	
Date and signature	