

GR-Thessaloniki: purchase of stationery and office supplies

2006/S 202-214254

Contract notice

Supplies

Section I: Contracting authority

I.1) Name, addresses and contact point(s):

Cedefop — European Centre for the Development of Vocational Training, attn: Mr Christian F. Lettmayr, 123, Europe Street, PO Box 22427, GR-55102 Thessaloniki. Contact point: Ms Dimitra Eleftheroudi. Fax (30-2310) 49 00 28. E-mail: c4t-services@cedefop.europa.eu.

Internet address(es):

General address of the contracting authority (URL): <http://www.cedefop.europa.eu>.

Address of the buyer profile: <http://www.cedefop.europa.eu>.

Further information can be obtained from:

the above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the above-mentioned contact point(s).

Tenders or requests to participate must be sent to:

the above-mentioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: no.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Purchase of stationery and office supplies.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Supplies.

Purchase.

Main place of delivery: Cedefop's premises.

NUTS code: GR122.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) **Information on framework agreement:**

Framework agreement with a single operator.

Duration of the framework agreement: 48 months.

II.1.5) **Short description of the contract or purchase(s):**

The specifications and requirements in this document constitute a call for tenders for the purchase of stationery and office supplies.

II.1.6) **Common Procurement Vocabulary (CPV):**

30000000, 21000000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

Yes.

Tenders should be submitted for 1 or more lots.

II.1.9) **Variants will be accepted:**

No.

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

Estimated expenditure over 4 years:

for lot-1 stationery and office supplies: EUR 45 000;

for lot-2 photocopy paper: EUR 45 000;

for lot-3 fax, printer toners and other IT consumables: EUR 60 000.

II.2.2) **Options:**

No.

II.3) **Duration of the contract or time-limit for completion:**

Duration: 24 months from the award of the contract.

Information about lots:

Lot No 1

Title: Stationery and office supplies.

2) **Common procurement vocabulary (CPV):**

30000000.

3) **Quantity or scope:**

Estimated expenditure over 4 years EUR 45 000.

5) **Additional information about lots:**

The contract shall be awarded to the tenderer submitting the tender who offers the best-value-for money (best quality-price ratio principle).

Lot No 2

Title: Photocopy paper

- 2) **Common procurement vocabulary (CPV):**
21000000.
- 3) **Quantity or scope:**
Estimated expenditure over 4 years EUR 45 000.
- 5) **Additional information about lots:**
The contract shall be awarded to the tenderer submitting the tender who offers the most economical solution (lowest price principle).

Lot No 3

Title: Fax, printer toners and other IT consumables

- 2) **Common procurement vocabulary (CPV):**
30000000.
- 3) **Quantity or scope:**
Estimated expenditure over 4 years EUR 60 000.
- 5) **Additional information about lots:**
The contract shall be awarded to the tenderer submitting the tender who offers the most economical solution (lowest price principle).

Section III: Legal, economic, financial and technical information

- III.1) **Conditions relating to the contract**
- III.1.1) **Deposits and guarantees required:**
See tendering documents.
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
See tendering documents.
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
See tendering documents.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
Yes.
Subcontracting is allowed. For more information please refer to tendering documents.
- III.2) **Conditions for participation**
- III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**
Information and formalities necessary for evaluating if requirements are met:
see tendering documents.
- III.2.2) **Economic and financial capacity:**
Information and formalities necessary for evaluating if requirements are met:
see tendering documents.
- III.2.3) **Technical capacity:**
Information and formalities necessary for evaluating if requirements are met:

see tendering documents.

III.2.4) **Reserved contracts:**

No.

Section IV: Procedure

IV.1) **Type of procedure:**

Open.

IV.2) **Award criteria**

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

AO/E/ICTF/OfficeSupplies/025/06.

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**

Time-limit for receipt of requests for documents or for accessing documents:

17.11.2006 (17:00).

Payable documents: no.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

1.12.2006 (17:00).

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Slovak, Slovene, Spanish and Swedish.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

Duration: 6 months from the date stated for receipt of tender.

IV.3.8) **Conditions for opening tenders:**

11.12.2006 (11:00).

Place: Cedefop's premises.

Persons authorised to be present at the opening of tenders: yes.

Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax: (30-2310) 49 00 28, or by e-mail: c4t-services@cedefop.europa.eu), at least 2 working days prior to opening session.

Section VI: Complementary information

VI.1) **This is a recurrent procurement:**

No.

VI.2) **Contract related to a project and/or programme financed by EU funds:**

No.

VI.3) **Additional information:**

For lot-1 stationery and office supplies:

the contract shall be awarded to the tenderer submitting the tender who offers the best-value-for money (best quality-price ratio principle).

For lot-2 photocopy paper:

the contract shall be awarded to the tenderer submitting the tender who offers the most economical solution (lowest price principle).

For lot-3 fax, printer toners and other IT consumables:

the contract shall be awarded to the tenderer submitting the tender who offers the most economical solution (lowest price principle).

The tendering documents are available on Cedefop's web site (www.cedefop.europa.eu).

VI.5) **Date of dispatch of this notice:**

10.10.2006.