



European Union

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2, rue Mercier, 2985 Luxembourg, Luxembourg Fax: +352 29 29 42 670

E-mail: ojs@publications.europa.eu

Info & on-line forms: <http://simap.europa.eu>

Contract notice
(Directive 2004/18/EC)

Section I : Contracting authority

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

Official name: [European Union Agency for Fundamental Rights](#)

National ID: *(if known)*

Postal address: [Schwarzenbergplatz 11](#)

Town: [Vienna](#)

Postal code: [1040](#)

Country: [Austria \(AT\)](#)

Contact point(s):

Telephone: [+43 158030610](#)

For the attention of: [Procurement Section](#)

E-mail: procurement@fra.europa.eu

Fax: [+43 158030691](#)

Internet address(es): *(if applicable)*

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

Address of the buyer profile: *(URL)* <http://fra.europa.eu/en/about-fra/procurement>

Electronic access to information: *(URL)*

Electronic submission of tenders and requests to participate: *(URL)*

Further information can be obtained from

☒ The above mentioned contact point(s) ☐ Other *(please complete Annex A.I)*

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

☒ The above mentioned contact point(s) ☐ Other *(please complete Annex A.II)*

Tenders or requests to participate must be sent to

☒ The above mentioned contact point(s) ☐ Other *(please complete Annex A.III)*

I.2) Type of the contracting authority

- ☐ Ministry or any other national or federal authority, including their regional or local sub-divisions
- ☐ National or federal agency/office
- ☐ Regional or local authority
- ☐ Regional or local agency/office
- ☐ Body governed by public law
- ☒ European institution/agency or international organisation
- ☐ Other: *(please specify)*

I.3) Main activity

☒ General public services

- ☐ Defence
- ☐ Public order and safety
- ☐ Environment
- ☐ Economic and financial affairs
- ☐ Health
- ☐ Housing and community amenities
- ☐ Social protection
- ☐ Recreation, culture and religion
- ☐ Education
- ☒ Other: *(please specify)*
[Fundamental Rights](#)

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities:

☐ yes ☒ no

information on those contracting authorities can be provided in Annex A

Section II : Object of the contract

II.1) Description :

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

Provision of office supplies and stationery

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

choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)

- | | | |
|---|---|---------------------------------|
| <input type="radio"/> Works | <input checked="" type="radio"/> Supplies | <input type="radio"/> Services |
| <input type="checkbox"/> Execution | <input type="checkbox"/> Purchase | Service category No: |
| <input type="checkbox"/> Design and execution | <input type="checkbox"/> Lease | Please see Annex C1 for service |
| <input type="checkbox"/> Realisation, by whatever means | <input type="checkbox"/> Rental | categories |
| of work, corresponding to the | <input type="checkbox"/> Hire purchase | |
| requirements specified by the | <input type="checkbox"/> A combination of these | |
| contracting authorities | | |

Main site or location of works, place of delivery or of performance :

The main place of delivery will be the contracting authority's premises.

NUTS code: AT130

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS):

- ☐ The notice involves a public contract
- ☒ The notice involves the establishment of a framework agreement
- ☐ The notice involves the setting up of a dynamic purchasing system (DPS)

II.1.4) Information on framework agreement : (if applicable)

- ☒ Framework agreement with several operators ☐ Framework agreement with a single operator

Number :

or

(if applicable) maximum number : 3 of participants to the framework agreement envisaged

Duration of the framework agreement

Duration in years : or in months : 48

Justification for a framework agreement, the duration of which exceeds four years :

Estimated total value of purchases for the entire duration of the framework agreement (if applicable, give figures only)

Estimated value excluding VAT : 120000.00 Currency : EUR

or

Range: between : : and : : Currency :

Frequency and value of the contracts to be awarded : (if known)

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

The contracting authority is seeking a supplier for the provision of general office supplies.

II.1.6) Common procurement vocabulary (CPV) :

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	30192000	

II.1.7) Information about Government Procurement Agreement (GPA) :

The contract is covered by the Government Procurement Agreement (GPA) : ☐ yes ☒ no

II.1.8) Lots: (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots: ☐ yes ☒ no

(if yes) Tenders may be submitted for

☐ one lot only

☐ one or more lots

☐ all lots

II.1.9) Information about variants:

Variants will be accepted : ☐ yes ☒ no

II.2) Quantity or scope of the contract :

II.2.1) Total quantity or scope : (including all lots, renewals and options, if applicable)

The indicative volume of the contract for 4 years has been estimated as 120 000 EUR excluding VAT.

(if applicable, give figures only)

Estimated value excluding VAT : 120000.00 Currency : EUR

or

Range: between : : and : : Currency :

II.2.2) Information about options : (if applicable)

Options : ☐ yes ☒ no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :

in months : or in days : (from the award of the contract)

II.2.3) Information about renewals : (if applicable)

This contract is subject to renewal: ☒ yes ☐ no

Number of possible renewals: (if known) 3 or Range: between : and:

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 or in days: (from the award of the contract)

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

Duration in months : 12 or in days: (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

Section III : Legal, economic, financial and technical information

III.1) Conditions relating to the contract:

III.1.1) Deposits and guarantees required: *(if applicable)*

Not applicable

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

Please refer to Sections 9 and 10 of Annex A — tender specifications, available at <http://fra.europa.eu/en/aboutfra/procurement>

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded: *(if applicable)*

Please refer to Sections 11, 12 and 13 of the tender specifications, available at: <http://fra.europa.eu/en/aboutfra/procurement>

III.1.4) Other particular conditions: *(if applicable)*

The performance of the contract is subject to particular conditions : ☐ yes ☒ no

(if yes) Description of particular conditions:

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 the requirements are met:

Please refer to Sections 19.1 and 19.2 of the tender specifications (Annex A), available at: <http://fra.europa.eu/en/about-fra/procurement>

III.2.2) Economic and financial ability:

Information and formalities necessary for evaluating if the requirements are met:

Please refer to Section 19.1 and 19.2 of the tender specifications (Annex A), available at: <http://fra.europa.eu/en/about-fra/procurement>

Minimum level(s) of standards possibly required: *(if applicable)*

Please refer to Section 19.2.1 of the tender specifications(Annex A), available at: <http://fra.europa.eu/en/about-fra/procurement>

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if the requirements are met:

Please refer to Section 19.2.2 of the tender specifications (Annex A), available at: <http://fra.europa.eu/en/about-fra/procurement>

Minimum level(s) of standards possibly required: *(if applicable)*

Please refer to Section 19.2.2 of the tender specifications (Annex A), available at: <http://fra.europa.eu/en/about-fra/procurement>

III.2.4) Information about reserved contracts: *(if applicable)*

☐ The contract is restricted to sheltered workshops

☐ The execution of the contract is restricted to the framework of sheltered employment programmes

III.3) Conditions specific to services contracts:

III.3.1) Information about a particular profession:

Execution of the service is reserved to a particular profession: ☐ yes ☐ no

(if yes) Reference to the relevant law, regulation or administrative provision :

III.3.2) Staff responsible for the execution of the service:

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: ☐ yes ☐ no

Section IV : Procedure

IV.1) Type of procedure:

IV.1.1) Type of procedure:

☒ Open

☐ Restricted

☐ Accelerated restricted

Justification for the choice of accelerated procedure:

☐ Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) : ☐ yes ☐ no
(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)

☐ Accelerated negotiated

Justification for the choice of accelerated procedure:

☐ Competitive dialogue

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate: (restricted and negotiated procedures, competitive dialogue)

Envisaged number of operators:

or

Envisaged minimum number: and (if applicable) maximum number

Objective criteria for choosing the limited number of candidates:

IV.1.3) Reduction of the number of operators during the negotiation or dialogue: (negotiated procedure, competitive dialogue)

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated : ☐ yes ☐ no

IV.2) Award criteria

IV.2.1) Award criteria (please tick the relevant box(es))

☒ Lowest price

or

☐ The most economically advantageous tender in terms of

☐ the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

☐ the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	

Criteria	Weighting	Criteria	Weighting
5.		10.	

IV.2.2) Information about electronic auction

An electronic auction will be used ☐ yes ☒ no

(if yes, if appropriate) Additional information about electronic auction:

IV.3) Administrative information:

IV.3.1) File reference number attributed by the contracting authority: (if applicable)

F-SU-16-T01

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

☐ yes ☒ no

(if yes)

☐ Prior information notice ☐ Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

☐ Other previous publications(if applicable)

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document: (in the case of a competitive dialogue)

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

Date: Time:

Payable documents ☐ yes ☒ no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

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

Date: 01/08/2016 Time: 17:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates: (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

Date:

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

☒ Any EU official language

☐ Official EU language(s):

☐ Other:

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

until: :

or

Duration in months : 6 or in days : (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders:

Date : 08/09/2016 (dd/mm/yyyy) Time

(if applicable) Place: European Union Agency for Fundamental Rights' premises at Schwarzenbergplatz 11; Austria

Persons authorised to be present at the opening of tenders (if applicable) :

☒ yes ☐ no

(if yes) Additional information about authorised persons and opening procedure:

An authorised representative of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending a fax or e-mail at least 72 hours in advance to the fax or e-mail given under Section I.1 of the notice. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening on the tenderer's behalf.

Section VI: Complementary information

VI.1) Information about recurrence: *(if applicable)*

This is a recurrent procurement : ☐ yes ☒ no

(if yes) Estimated timing for further notices to be published:

VI.2) Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds : ☐ yes ☒ no

(if yes) Reference to project(s) and/or programme(s):

VI.3) Additional information: *(if applicable)*

Tender documents will be available for download at the address indicated under heading I.1. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

VI.4) Procedures for appeal:

VI.4.1) Body responsible for appeal procedures:

Official name: [General Court](#)

Postal address: [rue du Fort Niedergrünwald](#)

Town: [Luxembourg](#)

Postal code: [2925](#)

Country: [Luxembourg \(LU\)](#)

Telephone: [+352 4303-1](#)

E-mail:

Fax: [+352 4303-2100](#)

Internet address: *(URL)* <http://curia.europa.eu/>

Body responsible for mediation procedures *(if applicable)*

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: *(URL)*

VI.4.2) Lodging of appeals: *(please fill in heading VI.4.2 or if need be, heading VI.4.3)*

You may submit any observations concerning the award procedure to the contracting authority indicated under heading I.1.

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within 2 years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>). Such complaint does not have as an effect either to suspend the time limit to launch an appeal or to open a new period for lodging an appeal.

VI.4.3) Service from which information about the lodging of appeals may be obtained:

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: (*URL*)

VI.5) Date of dispatch of this notice:

[16/06/2016](#) (*dd/mm/yyyy*) - ID:2016-076444

Annex A
Additional addresses and contact points

I) Addresses and contact points from which further information can be obtained

Official name: National ID: *(if known)*
Postal address:
Town: Postal code: Country:
Contact point(s): Telephone:
For the attention of:
E-mail: Fax:
Internet address: *(URL)*

II) Addresses and contact points from which specifications and additional documents can be obtained

Official name: National ID: *(if known)*
Postal address:
Town: Postal code: Country:
Contact point(s): Telephone:
For the attention of:
E-mail: Fax:
Internet address: *(URL)*

III) Addresses and contact points to which tenders/requests to participate must be sent

Official name: National ID: *(if known)*
Postal address:
Town: Postal code: Country:
Contact point(s): Telephone:
For the attention of:
E-mail: Fax:
Internet address: *(URL)*

IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Official name National ID (if known):
Postal address:
Town Postal code
Country

----- (Use Annex A Section IV as many times as needed) -----

Annex B
Information about lots

Title attributed to the contract by the contracting authority

Lot No : **Lot title :**

1) Short description:

2) Common procurement vocabulary (CPV):

Main vocabulary:

3) Quantity or scope:

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between :

and:

Currency:

4) Indication about different date for duration of contract or starting/completion: *(if applicable)*

Duration in months : or in days : (from the award of the contract)

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

5) Additional information about lots:

Annex C1 – General procurement
Service categories referred to in Section II: Object of the contract
Directive 2004/18/EC

Category No [1]	Subject
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
Category No [7]	Subject
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.

- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.