

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:235044-2011:TEXT:EN:HTML>

**GR-Heraklion: editorial, graphic design and printing services
2011/S 142-235044**

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

European Network and Information Security Agency

PO Box 1309

Contact: Procurement Officer

710 01 Heraklion

GREECE

Tel. +30 2810391280

E-mail: procurement@enisa.europa.eu

Fax +30 2810391410

Internet address(es)

General address of the contracting authority <http://www.enisa.europa.eu>

Further information can be obtained at: As in above-mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s)

Tenders or requests to participate must be sent to: As in 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

Editorial, graphic design and printing services.

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

Services

Service category: No 15

Main place of performance at contractor's premises.

NUTS code GR431

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: Duration in year(s): 4

Estimated total value of purchases for the entire duration of the framework agreement

estimated cost excluding VAT 280 000 EUR

- II.1.5) **Short description of the contract or purchase(s)**
The agency wishes to contract professional providers of editorial services, graphic design services as well as printing services.
- II.1.6) **Common procurement vocabulary (CPV)**
79810000, 79821100, 79822500
- II.1.7) **Contract covered by the Government Procurement Agreement (GPA)**
Yes
- II.1.8) **Division into lots**
Yes
tenders should be submitted for one 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**
Each lot will conclude with a framework contract for services to be provided on a yearly basis and renewable for up to 4 years in total.
Excluding VAT 280 000 EUR
- II.2.2) **Options**
No
- II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**
Duration in months: 48 (from the award of the contract)

INFORMATION ABOUT LOTS

LOT NO: 1

TITLE Provision of editorial services

- 1) **SHORT DESCRIPTION**
The agency wishes to contract professional services for the provision of copywriting, editing and proof checking. These services will include correcting any errors in the text provided including: grammatical, linguistic and spelling mistakes, suggest any improvements in clarity of expression, editing various texts produced to a consistent editorial style for publication on ENISA's website and/or in print.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
79821100
- 3) **QUANTITY OR SCOPE**
Excluding VAT 80 000 EUR
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 2

TITLE Provision of graphic design services

- 1) **SHORT DESCRIPTION**
The agency wishes to further develop its graphic design style to communicate more effectively in all visual media. Services for the publications design should include print-ready, and web-optimised PDF files of finished documents and open application files on request.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**

79822500

- 3) **QUANTITY OR SCOPE**
Excluding VAT 100 000 EUR
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 3

TITLE Provision of printing services

- 1) **SHORT DESCRIPTION**
The services to be provided include printing and binding of brochures, reports and newsletters as well as posters, postcards and banners, in 1 or more colours. Delivery of this service will usually be to the ENISA office.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
79810000
- 3) **QUANTITY OR SCOPE**
Excluding VAT 100 000 EUR
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

- III.1.1) **Deposits and guarantees required**
As stated in the tender documentation.
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them**
As stated in the tender documentation.
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded**
As stated in the tender documentation.
- III.1.4) **Other particular conditions to which the performance of the contract is subject**
No
- 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: as stated in the tender documentation.
- III.2.2) **Economic and financial capacity**
Information and formalities necessary for evaluating if requirements are met: as stated in the tender documentation.
- III.2.3) **Technical capacity**
Information and formalities necessary for evaluating if requirements are met:
as stated in the tender documentation.
- III.2.4) **Reserved contracts**
No
- III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession**

No

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service**

Yes

SECTION IV: PROCEDURE

IV.1) **TYPE OF PROCEDURE**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

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**

ENISA P/19/11/PAU.

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

No

IV.3.3) **Conditions for obtaining specifications and additional documents**

Time limit for receipt of requests for documents or for accessing documents 27.8.2011 - 17:00

Payable documents No

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

2.9.2011 - 17:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

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

English.

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

Duration in month(s): 6 (from the date stated for receipt of tender)

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

Date: 13.9.2011 - 10:00

Place

ENISA, Science and Technology Park of Crete, Vassilika Vouton, 700 13, GREECE.

Persons authorised to be present at the opening of tenders Yes

1 representative of each tendering party. Tenderers wishing to attend must send a fax or e-mail at least 48 hours prior to the 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**

Please find all tender documentation published on the ENISA website <http://www.enisa.europa.eu> in the 'Public procurement' section.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures**

General Court of the European Union

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: cfi.registry@curia.europa.eu

Tel. +352 4303-1

Body responsible for mediation procedures

The European Ombudsman

1 avenue du Président Robert Schuman, PO Box 403

67001 Strasbourg

FRANCE

E-mail: euro-ombudsman@europarl.europa.eu

Tel. +33 388172313

VI.4.2) **Lodging of appeals**

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

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

15.7.2011