



European Union

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Contract notice
(Directive 2004/18/EC)

Section I : Contracting authority

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

Official name: [EUROPEAN UNION AGENCY FOR NETWORK AND INFORMATION SECURITY](#) National ID: *(if known)*

Postal address: [PO Box 1309](#)

Town: [HERAKLION](#)

Postal code: [GR 71 001](#)

Country: [Greece \(GR\)](#)

Contact point(s):

Telephone: [+30 2814409710](#)

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

E-mail: procurement@enisa.europa.eu

Fax: [+30 2810391410](#)

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

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

Address of the buyer profile: *(URL)*

Electronic access to information: *(URL)* <http://www.enisa.europa.eu/procurement>

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)*
[Network Information Security](#)

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 :

Graphic Design services

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 type="radio"/> Supplies | <input checked="" type="radio"/> Services |
| <input type="checkbox"/> Execution | <input type="checkbox"/> Purchase | Service category No: 15 |
| <input type="checkbox"/> Design and execution | <input type="checkbox"/> Lease | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="checkbox"/> Rental | |
| | <input type="checkbox"/> Hire purchase | |
| | <input type="checkbox"/> A combination of these | |

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

At contractors premises

NUTS code: GR431

NUTS code: GR300

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 : of participants to the framework agreement envisaged

Duration of the framework agreement

Duration in years : 4 or in months :

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 : 200000.00 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) :

ENISA wishes to appoint a service provider to cover its graphic design requirements for a range of visual media. Offers of service must include the supply of artwork or electronic files for printing, and web-optimized PDF files for online publication.

All text, for publications and other graphic design products will be supplied by ENISA, usually in a Microsoft Word 2013 format. To ensure compliance with printing requirements, design work should use recognized design software, such as QuarkXPress, Adobe InDesign, Illustrator and Photoshop.

Services may include the design of reports, posters, newsletters, leaflets, postcards, infographics, advertisements (print and online) and stationery, as well as any other visual media that may be agreed between ENISA and the contractor.

II.1.6) Common procurement vocabulary (CPV) :

| | Main vocabulary | Supplementary vocabulary (if applicable) |
|----------------------|-----------------|--|
| Main object | 79822500 | |
| Additional object(s) | 79820000 | |

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)

An estimated €50,000 per year. The service contract can be renewed up to 3 times for a total period of 4 years

(if applicable, give figures only)

Estimated value excluding VAT : 200000.00 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)*

No

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

[As per tender documentation](#)

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

[As per tender documentation](#)

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:

[As per tender documentation](#)

III.2.2) Economic and financial ability:

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

[As per tender documentation](#)

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

[As per tender documentation](#)

III.2.3) Technical capacity:

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

[As per tender documentation](#)

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

[As per tender documentation](#)

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-COD-15-T28

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: 20/05/2015 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):

EN

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 : 02/06/2015 (dd/mm/yyyy) Time 10:00

(if applicable) Place: ENISA, Science and Technology Park of Crete, Vassilika Vouton GR700 13

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

yes no

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

A maximum of one legal representative per participating tenderer may attend the opening session. Tenderers shall inform the Agency in writing, via email, of their intention to attend, at least 48 hours prior to the opening session

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)*

All tender documentation is available for download on the ENISA website:
<http://www.enisa.europa.eu/procurement>

VI.4) Procedures for appeal:

VI.4.1) Body responsible for appeal procedures:

Official name: [Court of Justice of the European Union](#)

Postal address: [boulevard Konrad Adenauer, Kirchberg](#)

Town: [Luxembourg](#)

Postal code: [2925](#)

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

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

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

Fax: [+352 4303-2600](#)

Internet address: *(URL)*

Body responsible for mediation procedures *(if applicable)*

Official name: [The European Ombudsman](#)

Postal address: [1 avenue du Président Robert Schuman, PO Box 403](#)

Town: [Strasbourg](#)

Postal code: [67001](#)

Country: [France \(FR\)](#)

Telephone: [+33 388172313](#)

E-mail: eo@ombudsman.europa.eu

Fax: [+33 388179062](#)

Internet address: *(URL)*

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

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:

[01/04/2015](#) (*dd/mm/yyyy*) - ID:2015-044135

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.