

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:375048-2010:TEXT:EN:HTML>

**GR-Heraklion: stationery, other office supplies and IT consumables**

**2010/S 246-375048**

**CONTRACT NOTICE**

**Supplies**

**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](mailto: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 Yes

**SECTION II: OBJECT OF THE CONTRACT**

**II.1) DESCRIPTION**

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

Stationery, other office supplies and IT consumables.

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

Supplies

Purchase

Main place of delivery At ENISA and Frontex premises in Heraklion and Athens, GREECE.

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 136 000 EUR

- II.1.5) **Short description of the contract or purchase(s)**  
ENISA requires the supply of good quality stationery supplies and IT consumables including laser toner and ink cartridges, through a framework contract(s), in an efficient, timely and dependable manner.
- II.1.6) **Common procurement vocabulary (CPV)**  
30192700, 30199000, 30125100
- 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**  
ENISA will periodically purchase supplies throughout the year using purchase orders under the framework contracts. For lot 1 the maximum amount available is 60 000 EUR over the maximum possible period of 4 years. For lot 2 the maximum amount available is 40 000 EUR.  
Frontex will periodically purchase supplies throughout the year using purchase orders under the framework contracts. For lot 1 the maximum amount available is 24 000 EUR over the maximum possible period of 4 years. For lot 2 the maximum amount available is 12 000 EUR.  
The framework contract(s) will be for an initial duration of 1 year and may be renewed tacitly for a further 3 periods of 1 year for a maximum total period of 4 years.  
Excluding VAT 136 000 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 General stationery and customised office supplies

- 1) **SHORT DESCRIPTION**  
The scope of this call for tenders is to provide good quality stationery and customised office supplies.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**  
30213100, 30213300, 30231310
- 3) **QUANTITY OR SCOPE**  
ENISA and Frontex agencies will regularly procure supplies via purchase orders under the framework contract.  
Excluding VAT 84 000 EUR
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 2

TITLE IT consumables, laser toner and ink cartridges

- 1) **SHORT DESCRIPTION**  
The scope of this call for tenders is to provide good quality IT consumables including laser toner and ink cartridges.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**  
30213100, 30213300, 30231310
- 3) **QUANTITY OR SCOPE**  
ENISA and Frontex agencies will regularly procure supplies via purchase orders under the framework contract.  
Excluding VAT 52 000 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**
- III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service**

### **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/32/10/ADM.
- 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 22.1.2011  
Payable documents No
- IV.3.4) **Time-limit for receipt of tenders or requests to participate**  
28.1.2011 - 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: 7.2.2011 - 10:00  
Place  
ENISA, Science and Technology Park of Crete, Vassilika Vouton, 700 13 Heraklion, 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.  
This tender is launched by ENISA on its own behalf and on behalf of Frontex Agency for its operational office in Greece.
- 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](mailto: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](mailto: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:**

8.12.2010