

Stationery, other office supplies and IT consumables

EUROPEAN UNION

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E-mail: ojs@publications.europa.eu Info & on-line forms: <http://simap.europa.eu>**CONTRACT NOTICE****SECTION I: CONTRACTING AUTHORITY****I.1) NAME, ADDRESSES AND CONTACT POINT(S)****Official name:** EUROPEAN NETWORK AND INFORMATION SECURITY AGENCY**Postal address:** PO Box 1309**Town:** HERAKLION**Postal code:** GR 71 001**Country:** Greece**Contact point(s):** Procurement Officer**Telephone:** +302810391280

For the attention of:

Email: procurement@enisa.europa.eu**Fax:** +302810391410**Internet address(es) (if applicable)**General address of the contracting authority (URL): www.enisa.europa.eu

Address of the buyer profile (URL):

Further information can be obtained at:

- ☒ As in 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 at:

- ☒ As in above-mentioned contact point(s)
☐ Other: please complete Annex A.II

Tenders or requests to participate must be sent to:

- ☒ As in above-mentioned contact point(s)
☐ Other: please complete Annex A.III

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I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

- | | |
|--|--|
| <input type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions | <input type="radio"/> General public services |
| <input type="radio"/> National or federal agency/office | <input type="radio"/> Defence |
| <input type="radio"/> Regional or local authority | <input type="radio"/> Public order and safety |
| <input type="radio"/> Regional or local agency/office | <input type="radio"/> Environment |
| <input type="radio"/> Body governed by public law | <input type="radio"/> Economic and financial affairs |
| <input checked="" type="radio"/> European institution/agency or international organisation | <input type="radio"/> Health |
| <input type="radio"/> Other (<i>please specify</i>): | <input type="radio"/> Housing and community amenities |
| | <input type="radio"/> Social protection |
| | <input type="radio"/> Recreation, culture and religion |
| | <input type="radio"/> Education |
| | <input type="radio"/> Other (<i>please specify</i>): |

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

- ☒ yes ☐ no

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SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

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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"/> (a) Works <input type="radio"/> Execution <input type="radio"/> Design and execution <input type="radio"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities	<input checked="" type="radio"/> (b) Supplies <input checked="" type="radio"/> Purchase <input type="radio"/> Lease <input type="radio"/> Rental <input type="radio"/> Hire purchase <input type="radio"/> A combination of these	<input type="radio"/> (c) Services Service category No (For service categories 1-27, please see Annex II of Directive 2004/18/EC)
Main site or location of works	Main place of delivery At ENISA and Frontex premises in Heraklion and Athens Greece. NUTS code GR431	Main place of performance

II.1.3) The notice involves

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

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

<input type="radio"/> Framework agreement with several operators Number OR, if applicable, maximum number of participants to the framework agreement envisaged	<input checked="" type="radio"/> Framework agreement with a single operator
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Duration of the framework agreement:

Duration in year(s): 4 or month(s):

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: 136000.00	Currency: EUR
OR Range: between and	Currency:
Frequency and value of the contracts to be awarded: (if known):	

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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

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II.1.6) Common procurement vocabulary (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	30192700	
Additional object(s)	30199000	
	30125100	

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

☒ yes ☐ no

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

☒ yes ☐ no

If yes, tenders should be submitted for (tick one box only)

☐ one lot only

☒ one or more lots

☐ all lots

II.1.9) Variants will be accepted

☐ yes ☒ no

II.2) QUANTITY OR SCOPE OF THE CONTRACT

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

ENISA will periodically purchase supplies throughout the year using purchase orders under the framework contracts. For Lot 1 the maximum amount available is EUR 60,000.00 over the maximum possible period of 4 years. For Lot 2 the maximum amount available is EUR40,000.00.

Frontex will periodically purchase supplies throughout the year using purchase orders under the framework contracts. For Lot 1 the maximum amount available is EUR 24,000.00 over the maximum possible period of 4 years. For Lot 2 the maximum amount available is EUR12,000.00.

The framework contract(s) will be for an initial duration of 1 year and may be renewed tacitly for a further 3 periods of one year for a maximum total period of 4 years.

If applicable, estimated value excluding VAT (give figures only): 136000.00		Currency: EUR
OR Range: between	and	Currency:

II.2.2) Options (if applicable)

☐ yes ☒ no

If yes, description of these options:

If known, provisional timetable for recourse to these options:		
in months:	or days:	(from the award of the contract)
Number of possible renewals (if any):		or Range: between and
If known, in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:		
in months:	or days:	(from the award of the contract)

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION

Duration in months: 48	or days:	(from the award of the contract)
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OR Starting (dd/mm/yyyy)

Completion (dd/mm/yyyy)

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SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

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

[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 (if applicable)

[As stated in the tender documentation](#)

III.1.4) Other particular conditions to which the performance of the contract is subject (if applicable)

☐ 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 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](#)

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

III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met:

[As stated in the tender documentation](#)

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

III.2.4) Reserved contracts (if applicable)

☐ yes ☒ no

☐ The contract is restricted to sheltered workshops

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

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III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS**III.3.1) 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) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service

☐ yes ☐ no

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SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure

<input checked="" type="radio"/> Open	
<input type="radio"/> Restricted	
<input type="radio"/> Accelerated restricted	Justification for the choice of accelerated procedure:
<input type="radio"/> Negotiated	Candidates have already been selected <input type="radio"/> yes <input type="radio"/> no If yes, provide names and addresses of economic operators already selected under Section VI.3) <i>Additional information</i>
<input type="radio"/> Accelerated negotiated	Justification for the choice of accelerated procedure:
<input type="radio"/> 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

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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.	
5.		10.	

IV.2.2) An electronic auction will be used

☐ yes ☒ no

If yes, additional information about electronic auction (if appropriate)

IV.3) ADMINISTRATIVE INFORMATION

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

ENISA P/32/10/ADM

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

☐ yes ☒ no

If yes,

<input type="radio"/> Prior information notice	<input type="radio"/> Notice on a buyer profile
Notice number in OJ:	of (dd/mm/yyyy)
<input type="radio"/> Other previous publications (if applicable)	

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

Time limit for receipt of requests for documents or for accessing documents	
Date: 22/01/2011 (dd/mm/yyyy)	Time:
Payable documents	
<input type="radio"/> yes <input checked="" type="radio"/> no	
If yes, price (give figures only):	Currency:
Terms and method of payment:	

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

Date: 28/01/2011 (dd/mm/yyyy) 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: (dd/mm/yyyy)

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

ES	CS	DA	DE	ET	EL	EN	FR	IT	LV	LT	HU	MT	NL	PL	PT	SK	SL	FI	SV
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other:

IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)

Until: (dd/mm/yyyy)

OR Duration in month(s): 6

OR days: (from the date stated for receipt of tender)

IV.3.8) Conditions for opening tenders

Date: 07/02/2011 (dd/mm/yyyy) Time: 10:00

Place (if applicable): 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

One representative of each tendering party. Tenderers wishing to attend must send a fax or email at least 48 hours prior to the Opening session.

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SECTION VI: COMPLEMENTARY INFORMATION**VI.1) THIS IS A RECURRENT PROCUREMENT** *(if applicable)*

☐ yes ☒ no

If yes, estimated timing for further notices to be published:

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

☐ yes ☒ no

If yes, reference to project(s) and/or programme(s):

VI.3) ADDITIONAL INFORMATION *(if applicable)*

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**

Official name: [Court of First Instance of the European Communities](#)
Postal address: [Rue du Fort Niedergrünwald](#)
Town: [Luxembourg](#) Postal code: [L-2925](#)
Country: [Luxembourg](#) Telephone: [\(352\) 43 03-1](#)
Email: CFI.Registry@curia.europa.eu Fax:
Internet address (URL):

Body responsible for mediation procedures *(if applicable)*

Official name: [The European Ombudsman](#)
Postal address: [1 avenue du President Robert Schuman B.P. 403](#)
Town: [Strasbourg](#) Postal code: [F-67001](#)
Country: [France](#) Telephone: [\(33\) 388 17 23 13](#)
Email: euro-ombudsman@europarl.europa.eu Fax:
Internet address (URL):

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

Precise information on deadline(s) for lodging appeals:

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

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

Email:

Fax:

Internet address (URL):

VI.5) DATE OF DISPATCH OF THIS NOTICE:*08/12/2010 (dd/mm/yyyy)*

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ANNEX A**ADDITIONAL ADDRESSES AND CONTACT POINTS****I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED**

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS (INCLUDING DOCUMENTS FOR COMPETITIVE DIALOGUE AS WELL AS A DYNAMIC PURCHASING SYSTEM) CAN BE OBTAINED

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

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ANNEX B (1)

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)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	30213100	
Additional object(s)	30213300	
	30231310	

3) QUANTITY OR SCOPE

ENISA and Frontex Agencies will regularly procure supplies via purchase orders under the framework contract.

If applicable, estimated value excluding VAT (give figures only): 84000.00		Currency: EUR
OR Range: between	and	Currency:

4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION (if applicable)

Duration in months:	or days:	(from the award of the contract)
OR Starting	(dd/mm/yyyy)	
Completion	(dd/mm/yyyy)	

5) ADDITIONAL INFORMATION ABOUT LOTS

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ANNEX B (2)

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)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	30213100	
Additional object(s)	30213300	
	30231310	

3) QUANTITY OR SCOPE

ENISA and Frontex Agencies will regularly procure supplies via purchase orders under the framework contract

If applicable, estimated value excluding VAT (give figures only): 52000.00		Currency: EUR
OR Range: between	and	Currency:

4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION (if applicable)

Duration in months:	or days:	(from the award of the contract)
OR Starting	(dd/mm/yyyy)	
Completion	(dd/mm/yyyy)	

5) ADDITIONAL INFORMATION ABOUT LOTS