



OPEN CALL FOR TENDERS

Tender Specifications

“Provision of stationery, other office supplies and IT consumables”

ENISA P/32/10/ADM

LOT 1 - General stationery and customised office supplies;

LOT 2 - IT consumables, laser toner and ink cartridges;

Part 1 Introduction

Part 2 Terms of Reference

Part 3 Administrative Details

Annex I	Legal Entity Form
Annex II	Financial Identification Form
Annex III	Declaration of Honour for exclusion criteria & absence of conflict of interest
Annex IV	Financial Offer form
Annex V	Draft Service contract
Annex VI	Declaration by Authorised Representative
Annex VII	Consortium Form
Annex VIII	Sub-Contractors Form
Annex IX	Document Checklist

CONTENTS

PART 1 INTRODUCTION to ENISA	4
1. BACKGROUND	4
2. ADDITIONAL INFORMATION.....	4
PART 2 TERMS OF REFERENCE	5
1. PURPOSE AND CONTEXT OF THE CONTRACT	5
1.1 Description and type of contract.....	5
1.2 Place of delivery or performance.....	6
1.3 Division into lots	6
2. PRODUCTS AND SERVICES TO BE PROVIDED	6
2.1 General requirements	6
3. SPECIFIC REQUIREMENTS	7
3.1 LOT 1 - General stationery and customised office supplies:.....	7
3.2 LOT 2 - IT consumables, laser toner and ink cartridges	7
3.2.1 Mandatory requirements for LOT 2	8
3.2.2 List of office equipment.....	8
4. ONLINE or PRINTED CATALOGUE.....	9
5. DELIVERY and RETURNS POLICY.....	9
6. WARRANTIES	9
7. EVALUATION SAMPLES	9
8. CONTENT OF THE TECHNICAL OFFER	10
9. CONTENT AND PRESENTATION OF THE FINANCIAL OFFER	10
10. ESTIMATED CONTRACT VALUE.....	10
10.1 Lot 1: General stationery and customised office supplies:	10
10.2 Lot 2: IT consumables, laser toner and ink cartridges.....	10
11. PRICE	11
12. PRICE REVISION	11
13. PRODUCT REPLACEMENT	11
14. COSTS INVOLVED IN PREPARING AND SUBMITTING A TENDER	11
15. PERIOD OF VALIDITY OF THE TENDER.....	11
16. PROTOCOL ON THE PRIVILEGES AND IMMUNITIES OF THE EUROPEAN COMMUNITIES. 11	
17. PAYMENT ARRANGEMENTS	12
18. CONTRACTUAL DETAILS.....	12
PART 3 ADMINISTRATIVE DETAILS	13
1. FORMAL REQUIREMENTS.....	13
1.1 Address and deadline for submission of the Tender:.....	13
1.2 Presentation of the Offer and Packaging.....	14
1.3 Identification of the Tenderer.....	14
1.4 Participation of consortia	16
1.5 Subcontracting	16
1.6 Signatures of the Tender	17
1.7 Total fixed price.....	17
1.8 Language.....	17
1.9 Opening of the Tenders	17
2. GROUNDS FOR EXCLUSION OF TENDERERS	17
2.1 Reasons for Exclusion	17
2.2 Other reasons for not awarding the Contract.....	18
2.3 Confidentiality and Public Access to Documents	18
3. SELECTION CRITERIA	19
3.1 Professional Information	19
3.2 Financial and Economic Capacity	19
3.3 Technical and professional capacity.....	20
4. AWARD CRITERIA	21
4.1 Quality of the Offer	21
4.2 Price of the Offer	22

5. AWARD OF THE CONTRACT	23
6. PAYMENT AND STANDARD CONTRACT	23
7. VALIDITY	23
8. LOTS	23
9. VARIANTS	23
10. SCOPE FOR ADDITIONAL SERVICES	23
11. ADDITIONAL PROVISIONS.....	24
12. NO OBLIGATION TO AWARD THE CONTRACT	24
13. DRAFT CONTRACT	24
14. SPECIFIC INFORMATION.....	25
14.1 Timetable	25
ANNEX I	26
ANNEX II.....	27
ANNEX III.....	28
ANNEX IV (a)	30
ANNEX IV (b).....	36
ANNEX V	38
ANNEX VI	39
ANNEX VII	40
ANNEX VIII	41
ANNEX IX Document CHECKLIST	42

PART 1 INTRODUCTION to ENISA

1. BACKGROUND

1.1 Introduction

Communication networks and information systems have become an essential factor in economic and social development. Computing and networking are now becoming ubiquitous utilities in the same way as electricity or water supply. The security of communication networks and information systems, in particular their availability, is therefore of increasing concern to society. This stems from the possibility of problems in key information systems, due to system complexity, accidents, mistakes and attacks to the physical infrastructures which deliver services critical to the well-being of European citizens.

For the purpose of ensuring a high and effective level of network and information security within the Community and in order to develop a culture of network and information security for the benefit of the citizens, consumers, enterprises, and public sector organisations within the European Union (EU), thus contributing to the smooth functioning of the Internal Market, a European Network and Information Security Agency (ENISA) was established on 10 March 2004¹.

1.2 Scope

The Agency shall assist the European Commission and EU Member States, and in consequence cooperate with the business community, in order to help them to meet the requirements of network and information security, thereby ensuring the smooth functioning of the Internal Market, including those set out in present and future Community legislation, such as in the Directive 2002/21/EC.

1.3 Objectives

The Agency's objectives are as follows:

- The Agency shall enhance the capability of the Community, EU Member States and, as a consequence, the business community to prevent, to address, and to respond to network and information security problems.
- The Agency shall provide assistance and deliver advice to the Commission and EU Member States on issues related to network and information security falling within its competencies as set out in the Regulation.
- Building on national and Community efforts, the Agency shall develop a high level of expertise.
- The Agency shall use this expertise to stimulate broad cooperation between actors from the public and private sectors.
- The Agency shall assist the Commission, where called upon, in the technical preparatory work for updating and developing Community legislation in the field of network and information security.

2. ADDITIONAL INFORMATION

Further information about ENISA can be obtained on its website: www.enisa.europa.eu.

¹ Regulation (EC) No 460/2004 of the European Parliament and of the Council of 10 March 2004 establishing the European Network and Information Security Agency. A "European Community agency" is a body set up by the EU to carry out a very specific technical, scientific or management task within the "Community domain" ("first pillar") of the EU. These agencies are not provided for in the Treaties. Instead, each one is set up by an individual piece of legislation that specifies the task of that particular agency.

PART 2 TERMS OF REFERENCE

1. PURPOSE AND CONTEXT OF THE CONTRACT

The scope of this Call for Tenders is to provide 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.

This Call for Tenders is being launched by ENISA on its own behalf as well as on behalf of the European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union, hereafter called Frontex which has an operational office in Piraeus Greece.

The successful tenderer will therefore be contracted to supply their services to two European Agencies offices located in Greece;

- a) **ENISA** that operates from its Seat in Heraklion, Greece while it also has a meeting office in the greater area of Athens, Greece. This Call for Tenders aims at addressing the needs of the ENISA premises in Heraklion mostly, as well as deliveries to the Athens office as necessary.
- b) **Frontex** that has its Seat in Warsaw, Poland. The Frontex Operational Office was recently opened in Piraeus, Greece. This Call for Tenders aims at addressing the needs of the Frontex Operational Office in Piraeus, Greece.

Henceforth in this document any reference to ENISA shall be understood to mean *ENISA* and *Frontex Operational Office*, in Piraeus Greece.

1.1 Description and type of contract

- a) The specifications and requirements in this document constitute a call for tenders for the **purchase of general stationery and customised office supplies as well as IT consumables, laser toner and ink cartridges**, in the context of a framework contract(s) signed between the successful tenderer(s) and ENISA
- b) The type of contract is a framework supply contract. Whenever the Agencies wish to purchase stationery, office supplies and IT consumable items, orders will be placed by means of Purchase Orders, which will be considered as supplementary agreements to the framework contract(s). The actual volume of orders will depend on the needs of ENISA and Frontex.

1.2 Place of delivery or performance

- a) **ENISA:** The successful tenderer will be required to provide its services to the ENISA office in Heraklion, Greece as well as to the ENISA meeting office in Athens as required.
- b) **Frontex:** The successful tenderer will be required to provide its services to the Frontex Operational Office in Piraeus, Greece.

1.3 Division into lots

This invitation to tender is divided into the following two (2) Lots.

LOT 1: General stationery and customised office supplies

LOT 2: IT consumables, laser toner and ink cartridges

Tenderers may submit offers for **one or both** lots. Please note that in the case where a tender is provided for more than one lot, a separate technical offer and price offer must be made for each lot. Each lot will be evaluated separately. (The administrative paperwork only needs to be provided just once for both Lots)

2. PRODUCTS AND SERVICES TO BE PROVIDED

2.1 General requirements

Online (web) ordering is the preferred method of sourcing supplies therefore it is desirable that a prospective Supplier has such a system at its disposal. ENISA also requires that an automatic returns policy is applied for all supplies in Lot 1 and Lot 2 for goods damaged in transit or not of the quality or exact type expected by the Agency.

ENISA looks forward to receiving offers for environmentally friendly products and to products based on recycled material. Packaging should be adapted to the size of the delivered article and be environmentally friendly where possible. ENISA would also value a recycling policy of the prospective Suppliers. This could extend to the collection and recycling of unused or out of date supplies such as toners and ink cartridges that are not further required by ENISA. This service should be provided by the Supplier at no or nominal cost to ENISA.

ENISA will designate a contact point to administer office supplies and it expects the prospective Supplier to designate at least one account manager to act as (single) point of contact for all ENISA needs.

Quality of products and reliability of service must remain consistent throughout the term of agreement which is expected to be made for a maximum of four (4) years:¹

The following minimum requirements are expected to be met by any tenderer:

3. SPECIFIC REQUIREMENTS

3.1 LOT 1 - General stationery and customised office supplies:

The prospective supplier is expected to provide all stationery products as per a 'Committing Price Offer' based on the form that is available in Annex IV (a) of this Call for Tenders.

All stationery and office supplies shall be delivered to the main reception area of the Agency and stored in a designated area at the expense of the prospective Supplier. The final delivery location is the designated storage area which will generally be accessible through a ramp or a lift. Delivery on a pallet could be considered subject to prior arrangements with ENISA.

The prospective Supplier shall have the capacity to source any related product requested even if not listed on the Committing Price Offer.

The prospective Supplier should be in the position to provide the Agency with customised office products such as printed letterhead paper, personalised business cards, pens etc. When supplying customised material the specifications of the Agency concerning graphic designs, letterheads etc., will be strictly followed at all times; ENISA reserves its right to return any non conformant customised office supplies delivered and refrain from paying any associated costs.

In addition to providing prices for all items listed in the 'Committing Price Offer', it will be advantageous if tenderers provide access to a regularly updated online catalogue (or printed catalogue) of all products in the indicative range including their prices. If reference to a publicly available catalogue is made available tenderers are asked to declare a 'standard discount' off publicly offered prices presented as a percentage (%). For example, 3% or 11% etc.

This "standard discount", if applicable, will apply to purchases of all items not included in the Committing Price Offer. This discount must be entered into the appropriate box on the Committing Price Offer - see *Annex IV (a)*

3.2 LOT 2 - IT consumables, laser toner and ink cartridges

The prospective supplier is expected to provide all consumable IT related supplies as well as toners and cartridges for the photocopiers and printers of the Agency. These products will be made available as per a 'Committing Price Offer' based on the form that is available in Annex IV (b) of this Call for Tenders.

All IT consumables, toners and cartridges shall be delivered to the main reception area of the Agency and stored in a designated area at the expense of the prospective Supplier. The final

¹ Subject to the duration of the mandate of the Agency, which currently ends on 13 March 2012.

delivery location is the designated storage area which will generally be accessible through a ramp or a lift. Delivery on a pallet could be considered subject to prior arrangements with ENISA.

The prospective Supplier shall have the capacity to source any related product requested even if not listed on the Committing Price Offer.

It is highly desirable that toners come in multi-item packaging (twin, quad pack etc.) to improve cost effectiveness. Prospective suppliers should also indicate whether they provide a recycling service for used toner cartridges as this will be considered as advantageous to the offer.

In addition to providing prices for all items listed in the 'Committing Price Offer', it will be advantageous if tenderers provide access to a regularly updated online catalogue (or printed catalogue) of all products in the indicative range including their prices. If reference to a publicly available catalogue is made tenderers are asked to declare a 'standard discount' off publicly offered prices presented as a percentage (%). For example, 3% or 11% etc.

This 'standard discount', if applicable, will apply to purchases of all items not included in the 'Committing Price Offer'. This discount must be entered into the appropriate box on the Committing Price Offer - see *Annex IV (b)*

3.2.1 Mandatory requirements for LOT 2

Only **genuine** printer and photocopier consumables will be accepted. The following alternatives **will not** be accepted:

- refurbished
- refillable

3.2.2 List of office equipment

ENISA and Frontex currently have the following printers and photocopiers installed or otherwise made available on their premises. Therefore as a minimum, all consumables covering this list - as detailed in the 'Committing Price Offer' Annex IV (b) - must be offered:

1. Xerox Work Centre 7328
2. Xerox Work Centre 7428 colour
3. HP LaserJet 1320
4. HP LaserJet 4250
5. HP LaserJet P2015
6. HP LaserJet P2055
7. HP Colour LaserJet CP2025
8. HP Colour LaserJet CM2320fxi
9. HP Colour LaserJet CP3525dn
10. HP Office jet Pro 8500
11. HP Canon PIXMA iP90

4. ONLINE or PRINTED CATALOGUE

Details of an online (web based) ordering system should be provided and include a full catalogue of items normally supplied for Lot 1 and/or for Lot 2. This catalogue should have current and regularly updated pricing for each listed item.

If an offer produces a printed catalogue only, then it should be indicated how often this catalogue is updated. A sample current catalogue must be submitted as part of an offer.

5. DELIVERY and RETURNS POLICY

- a) All goods shall be delivered within a maximum of 1 calendar week (5 working days) from the signature of the order form in the context of the framework contract(s). The tenderer is invited to propose a shorter standard delivery time if possible in their offer.

Tenderers should demonstrate how their delivery policy will be applied in the performance of the contract. For example normal delivery times in working days following receipt of an order form from ENISA must be provided, as well as information on the methods used for transport e.g. using own vehicle or the use of a courier service etc.

- b) Tenderers should provide details of their 'returns policy' for all supplies in Lots 1 & 2 for:
 - i) goods damaged in transit
 - ii) items delivered not to the quality or exact specification expected or requested by the Agency.

6. WARRANTIES

The Contractor warrants that all products will be newly manufactured and that they will comply with the minimum warranty periods according to European law.

7. EVALUATION SAMPLES

If required during the evaluation of offers, tenderers may be asked by the Chairman of the Evaluation Committee to provide at no cost to ENISA, one or more of the items offered, in its basic configuration, or with extra options proposed (depending on the specific circumstances resulting from the actual offers). The items provided will be required to be delivered to ENISA premises within 48 hours and at the end of the evaluation period they will be returned to the tenderers at ENISA's expense.

The following specifications are common to BOTH LOTS:

8. CONTENT OF THE TECHNICAL OFFER

The Tenderer shall enclose with the **Technical Offer** all documents and information that will enable its offer to be assessed in terms of quality and of compliance with the Specifications.

9. CONTENT AND PRESENTATION OF THE FINANCIAL OFFER

The Financial offer must be drawn up using the '**Committing Price Offer**' form (see Annex IV). Prices must be quoted in **EURO** and include all expenses necessary, including delivery, to perform the contract.

Please note:

Prices are to be provided as per the volume, quantity and packing size described for each item in the 'Committing Price Offer'. For example;

- the price for copier paper is requested for a 5 ream box.
- toners and ink cartridges are requested in single units or twinpack

If for some reason an item cannot be provided in the size requested then please clearly mark this deviation on the 'Committing Price Offer' form and provide a price for the actual volume/quantity quoted.

10. ESTIMATED CONTRACT VALUE

The result of the evaluation of tenders will be the awarding of a Framework Supply Contract for Lot 1 and for Lot 2.

The breakdown of purchases per Lot and per Agency is as follows:

10.1 Lot 1: General stationery and customised office supplies:

ENISA expects to spend approximately 15,000.00 EUR p.a. (ex-VAT).

Frontex expects to spend approximately 6,000.00 EUR p.a. (ex-VAT).

The total estimated budget per year is €21,000.00 Euros (twenty one thousand Euros) including all costs. Over the maximum 4 year period possible under this contract, a total budget of €84,000.00 (eighty four thousand Euros) is therefore achievable.

10.2 Lot 2: IT consumables, laser toner and ink cartridges

ENISA expects to spend approximately 10,000.00 EUR p.a. (ex-VAT)

Frontex expects to spend approximately 3,000.00 EUR p.a. (ex-VAT).

The total estimated budget per year is €13,000.00 Euros (thirteen thousand Euros) including all costs. Over the maximum 4 year period possible under this contract, a total budget of €52,000.00 (fifty two thousand Euros) is therefore achievable.

(Please note that depending on budget availability and the needs of the contracting authority, the maximum amount stated above can be increased by up to 50%).

11. PRICE

Prices submitted in response to this Call for Tenders must be inclusive of all costs involved in the performance of the contract. Prices shall be submitted only in Euro and **VAT excluded**.

12. PRICE REVISION

Prices provided in the Committing Price Offer(s) (Annex IV) must be fixed and not revisable for the first year of the contract. From the second year of the contract prices may be revised as specified in the draft contract. See Article I.3, clause I.3.3.

13. PRODUCT REPLACEMENT

The products proposed by Tenderer in the Committing Price Offer(s) (Annex IV) may be changed after the first year on the basis of replacement of a specific item with a newer one and with equivalent quality. Any proposed change of the Committing Price Offer (Annex IV) must be communicated to ENISA beforehand and must be agreed by both parties before implementation. Any other alteration or addition, if accompanied by a price change in the item proposed, must be in accordance with the standard market prices and accepted in writing by ENISA.

14. COSTS INVOLVED IN PREPARING AND SUBMITTING A TENDER

ENISA will not reimburse any costs incurred in the preparation and submission of a Tender. Any such costs must be paid by the Tenderer.

15. PERIOD OF VALIDITY OF THE TENDER

Tenderers must enclose a confirmation that the prices given are valid for (90) ninety days from the date of submission of the tender.

16. PROTOCOL ON THE PRIVILEGES AND IMMUNITIES OF THE EUROPEAN COMMUNITIES

ENISA is exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities. Tenderers must therefore give prices which are exclusive of any taxes and duties and must indicate the amount of VAT separately.

17. PAYMENT ARRANGEMENTS

Payments under the Contract shall be carried out within 30 days after an invoice is submitted to ENISA. Payments will be made after receipt and approval of the ordered goods by ENISA. Each invoice must specify the specific items covered as per the relevant purchase order. The same payment arrangements apply to Frontex.

18. CONTRACTUAL DETAILS

The result of the evaluation of tenders will be the awarding of a Framework Supply Contract(s). This Framework Contract lays down the legal, financial, technical and administrative provisions governing the relations between the ENISA, and the Contractor during the period of its validity. It shall include the present Call for Tenders document and the technical and financial proposal of the successful tenderer. All products will be ordered via the issuing of specific Purchase Orders detailing the actual items to be supplied by the contractor.

The initial duration of the Framework Contract will be for one (1) year as from the date of signature. The initial duration can be extended by tacit agreement for three (3) further periods of one (1) year each for a total duration of four (4) years.

Please note that the general conditions of our standard framework supply contract cannot be modified. Submission of a tender by a potential contractor implies acceptance of this contract and all of the terms and conditions contained therein. It is **strongly recommended** that you have this draft contract checked and approved by your legal section before committing to submitting an offer.

PART 3 ADMINISTRATIVE DETAILS

1. FORMAL REQUIREMENTS

1.1 Address and deadline for submission of the Tender:

You are invited to tender for this project and requested to submit your tender no later than **28th January 2011** either by:

a) **Registered post or express courier**. The postal service's dated stamp or the courier company's printed delivery slip and stamp will constitute proof of compliance with the deadline given above:

or

b) **Hand-delivery** (direct or through any authorised representative of the Tenderer) by 17.00 hours on **28th January 2011** in order to establish proof of the date of deposit, the depositor will receive from an official at the below-mentioned address, a receipt which will be signed by both parties, dated and time stamped.

Please note that in this case it is the date and time actually received at the ENISA premises that will count.

The offer must be sent to one of the following addresses:

Postal Address		Express Courier & Hand Delivery
European Network and Information Security Agency (ENISA) For the attention of: The Procurement Officer PO Box 1309 71001 Heraklion Greece	or	European Network and Information Security Agency (ENISA) For the attention of Procurement Section Science and Technology Park of Crete (ITE) Vassilika Vouton 700 13 Heraklion Greece

Please Note: Due to frequent delays encountered with the postal services in Europe, we would ***strongly suggest that you use a courier service***. It is important to avoid delays to the programmed Opening and Evaluation dates as this will in turn delay the contract award, thereby affecting project completion dates.

Please note that late despatch will lead to exclusion from the award procedure for this Contract.

1.2 Presentation of the Offer and Packaging

The offer (consisting of one original and two copies) should be enclosed using the double envelope system, both of which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the Tenderer's signature must appear.

The **outer envelope**, in addition to the above-mentioned ENISA address, should be marked as follows:

OPEN CALL FOR TENDER NO. ENISA P/32/10/ADM
“Provision of stationery, other office supplies and IT consumables”
NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 7th FEB 2011 TENDERED BY THE FIRM: <PLEASE INSERT NAME OF THE TENDERER/COMPANY>

The **inner envelope** should be marked as follows:

OPEN CALL FOR TENDER NO. ENISA P/32/10/ADM
“Provision of stationery, other office supplies and IT consumables”
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 7th FEB 2011 TENDERED BY THE FIRM: <PLEASE INSERT NAME OF THE TENDERER/COMPANY>

1.3 Identification of the Tenderer

Tenderers are required to complete the **Legal Entity Form (Annex I)** which must be signed by a representative of the Tenderer authorised to sign contracts with third parties. There is one form for 'individuals', one for 'private entities' and one for 'public entities'. A standard form is provided for each category - please choose whichever is applicable. In addition to the above, a **Financial Identification Form** must be filled in and signed by an authorised representative of the Tenderer and his/her bank (or a copy of the bank account statement instead of bank's signature). A specimen form is provided in **Annex II**. Finally a **Declaration by Authorised Representative (Annex VI)** must also be completed for internal administrative purposes.

The **Legal Entity Form** must be supported by the following documents relating to each Tenderer in order to show its name, address and official registration number:

a) For private entities:

- A legible copy of the instrument of incorporation or constitution, and a copy of the statutes, if they are contained in a separate instrument, or a copy of the notices of such constitution or incorporation published in the national or other official journal, if the legislation which applies to the Tenderer requires such publication.
- If the instruments mentioned in the above paragraph have been amended, a legible copy of the most recent amendment to the instruments mentioned in the previous indent, including that involving any transfer of the registered office of the legal entity, or a copy of the notice published in the relevant national or other official journal of such amendment, if the legislation which applies to the Tenderer requires such publication.
- If the instruments mentioned in the first paragraph have not been amended since incorporation and the Tenderer's registered office has not been transferred since then, a written confirmation, signed by an authorised representative of the Tenderer, that there has been no such amendment or transfer.
- A legible copy of the notice of appointment of the persons authorised to represent the Tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication.
- If the above documents do not show the registration number, a proof of registration, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number.
- If the above documents do not show the VAT number, a copy of the VAT registration document, where applicable.

b) For Individuals:

- A legible copy of their identity card or passport.
- Where applicable, a proof of registration, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number.
- If the above documents do not show the VAT number, a copy of the VAT registration document, where applicable.

c) For Public Entities:

- A copy of the resolution decree, law, or decision establishing the entity in question or failing that, any other official document attesting to the establishment of the entity.

All tenderers must provide their Legal Entity Form (Annex I) as well as the evidence mentioned above.

In case of a joint bid, only the co-ordinator must return the Financial Identification form (Annex II).

The Tenderer must be clearly identified, and where the Tender is submitted by an organisation, a company the following administrative information and documents must be provided (see administrative identification form attached as Annex I:

Full name of organisation/company, copy of legal status, registration number, address, person to contact, person authorised to sign on behalf of the organisation (copy of the official mandate must be produced), telephone number, facsimile number, VAT number, banking details: bank name, account name and number, branch address, sort code, IBAN and SWIFT address of bank: a bank identification form must be filled in and signed by an authorised representative of each Tenderer and his bank.

Tenders must be submitted individually. If two or more applicants submit a joint bid, one must be designated as the lead Contractor and agent responsible.

1.4 Participation of consortia

Consortia, may submit a tender on condition that it complies with the rules of competition. The 'Consortium Form' (Annex VII) must be completed and submitted with your offer.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. Such a grouping (or consortia) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria (*Articles 2 and 3 below*). Concerning the selection criteria "technical and professional capacity", the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

The participation of an ineligible person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

1.5 Subcontracting

In well justified cases and subject to approval by ENISA, a contractor may subcontract parts of the services. The 'Sub-contractors Form' (Annex VIII) must be completed and submitted with your offer.

Contractors must state in their offers what parts of the work, if any, they intend to subcontract, and to what extent (% of the total contract value), specifying the names, addresses and legal status of the subcontractors.

The sub-contractor must not sub-contract further.

Sub-contractors must satisfy the eligibility criteria applicable to the award of the contract. If the identity of the intended sub-contractor(s) is already known at the time of submitting the tender, all sub-contractors must provide the required evidence for the exclusion and selection criteria.

If the identity of the sub-contractor is not known at the time of submitting the tender, the tenderer who is awarded the contract will have to seek ENISA's prior written authorisation before entering into a sub-contract.

Where no sub-contractor is given, the work will be assumed to be carried out directly by the bidder.

1.6 Signatures of the Tender

Both the technical and the financial offer must be signed by the Tenderer's authorised representative or representatives (preferably in blue ink).

1.7 Total fixed price

A total fixed price expressed in Euro must be included in the Tender. The contract prices shall be firm and not subject to revision for the first year of the contract.

1.8 Language

Offers shall be submitted in one of the official languages of the European Union (preferably in English as it is the working language of the Agency).

1.9 Opening of the Tenders

The public opening of received tenders will take place on **7th February 2011 at 10:00am** at ENISA Building, Science and Technology Park of Crete, GR - 70013 Heraklion, Greece.

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

2. GROUNDS FOR EXCLUSION OF TENDERERS

2.1 Reasons for Exclusion

Pursuant to Article 29 of Council Directive 92/50/EC relating to Public Service Contracts and to Article 93 of the Financial Regulation, ENISA will exclude Tenderers from participation in the procurement procedure if:

They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or

Are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

They have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;

They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

- a. They have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- b. Following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenderers must certify that they are not in one of the situations listed in sub-article 2.1 (see Annex III: Exclusion criteria and non-conflict of interest form). If the tender is proposed by a consortium this form must be submitted by each partner.

2.2 Other reasons for not awarding the Contract

Contracts may not be awarded to Candidates or Tenderers who, during the procurement procedure:

- a. Are subject to a conflict of interest;
- b. Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
- c. Any attempt by a Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or ENISA during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his offer and may result in administrative penalties.

See last paragraph point 2.1.

2.3 Confidentiality and Public Access to Documents

In the general implementation of its activities and for the processing of tendering procedures in particular, ENISA observes the following EU regulations:

- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;
- Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data;
- Regulation (EC) No. 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

3. SELECTION CRITERIA

The following criteria will be used to select the Tenderers. If the Tender is proposed by a consortium these criteria must be fulfilled by each partner.

Documentary evidence of the Tenderers' claims in respect of the below-mentioned criteria is required.

PLEASE NOTE: in the case that Tenderers will provide offers for both lots, it is acceptable for the tenderer to provide just one set of evidences as requested below:

3.1 Professional Information

The Tenderer must provide evidence of enrolment (declaration or certificates) in one of the professional or trade registers, in country of establishment.

3.2 Financial and Economic Capacity

Proof of financial and economic standing may be furnished by one or more of the following references:

- a) Annual accounts, balance sheet or extracts from balance sheets for at least the last 2 years for which accounts have been closed, shall be presented where publication of the balance sheet is required under company law of the country in which the economic operator is established;

It is necessary that the extracts from balance sheets be dated, signed and stamped by the authorised representatives of the tenderer.

- b) Statement of the tenderer's overall turnover and its turnover relating to the provision of similar supplies to which this contract relates to, for the previous two financial years.
- c) If tenderers will call on the competences of another entity (for example, a parent company), a written undertaking by the said entity certifying that it will make available to the tenderers the resources required to implement the framework contract.

If, for any valid reason, the service provider is unable to provide the references requested by the contracting authority, he may prove his economic and financial standing by any other document which the contracting authority considers appropriate – *this must be requested in writing to the ENISA Procurement Officer before the expiry date for receipt of offers.*

Please note:

For Lot 1, a **minimum annual turnover of: 40,000.00 EUR during each of the last two years** for which accounts have been closed is required.

For Lot 2, a **minimum annual turnover of: 30,000.00 EUR during each of the last two years** for which accounts have been closed is required.

3.3 Technical and professional capacity

The tenderer is required to provide evidence of its technical and professional capacity on the basis of the following documents:

- a) Relevant background of the Tenderer in supplying related products for at least 3 years.
- b) Quality of products: the quality of all products offered should be supported by relevant documentation which must be included in the tender.
- c) Knowledge and experience in selling such products to large organizations, both public and private will be considered advantageous to an offer made.
- d) Ability to provide the supplies and associated services to the place of delivery i.e. proximity of tenderer's or representative's supply centre to the site location, presence in Heraklion, Athens or Piraeus or use of other suitable means such as organised courier delivery services or use of own means of delivery, or warranty that delivery will be ensured in spite of a reasonable distance from the place of delivery.
- e) Details of the online web based catalogue and/or printed catalogue
- f) Description of delivery and returns policy with minimum response time indicated.
- g) Description of recycling policy employed together with any certification in this respect.

4. AWARD CRITERIA

4.1 Quality of the Offer

Once the Tenderer has demonstrated the appropriate capacity to perform the Contract on the grounds of the selection criteria, the offer will be assessed on the basis of the award criteria.

Each Lot will be evaluated separately. The following Award criteria apply to both Lots;

No	Qualitative award criteria		Weighting (max. points)
1.	Quality and accuracy of content and structure	Quality of the proposal and accuracy of the description to provide the requested supplies and services, ability or commitment to provide supplements or alternatives to items not covered by initial catalogue, availability of a regularly updated online or printed catalogue.	40
2.	Technical capacity of the company	Suitability of the company and staffing structure available for the activities covered by the contract on the basis of their overall suitability as a long term supplier; Quality of experience and references	40
3.	Delivery, returns policy and eco friendliness	Delivery policy concerning clear indication of delivery times in working days, as well as means of delivery e.g. own means or third party or courier service) environmental friendliness, efficiency of materials, as evidenced through certifications, awards, etc	20
Total Qualitative Points (QP)			100

Minimum attainment per criterion

Offers scoring less than 50% for any criterion will be deemed to be of insufficient quality and eliminated from further consideration.

Minimum attainment overall

Offers scoring less than 60% after the evaluation process will be considered to be of insufficient quality and eliminated from the following phase.

The sum of all criteria gives a total of 100 points. The respective weighting between the different awards criteria depends on the nature of the services required and is consequently

closely related to the terms of reference. The award criteria are thus quantified parameters that the offer should comply with. The **qualitative award criteria** points will be weighted at **50%** in relation to the price.

4.2 Price of the Offer

Tenders must state fixed prices in Euro. Prices quoted should be exclusive of all charges, taxes, dues including value added tax in accordance with Article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities. Such charges may not therefore be included in the calculation of the price quoted.

ENISA, in conformity with the Protocol on the Privileges and Immunities of the European Community annexed to the Treaty of April 8th, 1965, is exempt from all VAT.

For LOT 1:

The 'Committing Price List' Annex IV (a) contains a list of stationery items commonly purchased by ENISA and Frontex. The tenderer is required to provide a price for ALL items listed.

For LOT 2:

The 'Committing Price List' Annex IV (b) contains a list of cartridges, toners and other IT consumables commonly purchased by ENISA and Frontex. The tenderer is required to provide a price for ALL items listed.

For the purposes of evaluation of price, a '**price scenario calculation**' for each Lot will be used in which the price offered, multiplied by the quantity in our scenario for selected items as indicated in Annex IV (a) and (b), will be added together giving a total price (**PB**). This will then be used in the price formula as shown below

ENISA reserves the right to disregard one or more items from the price list in establishing the final total price (**PB**) in the case where the item is not generally available or for some reason not able to be properly priced by the majority of tenderers. Any such amendment will be *equally applied to all offers received*.

The cheapest offer will receive the maximum points and the rest of the candidate's offers will be awarded points in relation to the best offer as follows:

$$PP = (PC / PB) \times 100$$

Where;

- PP** = Weighted price points
- PC** = Cheapest bid price received
- PB** = Bid price being evaluated

5. AWARD OF THE CONTRACT

The contract will be awarded to the offer which is the most cost effective (offers the best value for money) which obtains the highest number of points after the final evaluation on the basis of the ratio between the **quality criteria (50%) and the price (50%)**. The following formula will be used:

$$\text{TWP} = (\text{QP} \times 0.5) + (\text{PP} \times 0.5)$$

Where;

QP = Qualitative points

PP = Weighted price points

TWP = Total weighted points score

6. PAYMENT AND STANDARD CONTRACT

Payments under the Framework Supply Contract shall be made in accordance with article I.5 of the Special Conditions and article II.4.3 of the General Conditions (see Annex V)

In drawing up their bid, the Tenderer should take into account the provisions of the standard contract which include the "General terms and conditions applicable to contracts"

7. VALIDITY

Period of validity of the Tender: 90 days from the closing date given above. The successful Tenderer must maintain its Offer for a further 220 days from the notification of the award.

8. LOTS

This Tender is divided into 2 Lots.

LOT-1: General stationery and custom made office supplies

LOT-2: IT consumables, laser toner and ink cartridges

9. VARIANTS

In the absence of any such indication in the terms of reference your tender should not deviate from the services requested.

10. SCOPE FOR ADDITIONAL SERVICES

ENISA may, at its own discretion, extend the contract in duration and/or scope subject to the availability of funding. Any extension of the contract would be subject to satisfactory performance by the Contractor.

11. ADDITIONAL PROVISIONS

- Changes to tenders will be accepted only if they are received on or before the final date set for the receipt of tenders.
- Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.
- No information of any kind will be given on the state of progress with regard to the evaluation of tenders.
- All documents submitted by Tenderers will become property of ENISA and will be regarded as confidential.

12. NO OBLIGATION TO AWARD THE CONTRACT

Initiation of a tendering procedure imposes no obligation on ENISA to award the contract. Should the invitation to tender cover several items or lots, ENISA reserves the right to award a contract for only some of them. ENISA shall not be liable for any compensation with respect to Tenderers who's Tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

13. DRAFT CONTRACT

A Framework Supply Contract will be proposed to the selected candidates. A draft copy is included as Annex V to this tender.

14. SPECIFIC INFORMATION

14.1 Timetable

The timetable for this tender and the resulting contract is as follows:

Title: **“Provision of stationery, other office supplies and IT consumables”**

ENISA P/32/10/ADM

Summary timetable comments

Launch of tender - Contract notice to the Official Journal of the European Union (OJEU)	8th December 2010	Date sent to the OJEU
Deadline for request of information from ENISA	22nd January 2011	
Last date on which clarifications are issued by ENISA	24th January 2011	
Deadline for submission of offers	28th January 2011	in case of hand-delivery (17:00 local time. This deadline is fixed for the receipt of the tender in ENISA's premises)
Opening of offers	7th February 2011	At 10:00 CET +1
Date for evaluation of offers	7th February 2011	At 11:00 CET +1
Notification of award to the selected candidate	Mid February 2011	Estimated
Contract signature	End February 2011	Estimated
Commencement date of activities	TBA	Estimated
Completion date of activities	TBA	Estimated

ANNEX I

Legal Entity Form

The specific form, for either a;

- c) public entity,
- d) private entity or
- e) individual person,

is available for download in each of the 22 official languages at the following address: http://ec.europa.eu/budget/execution/legal_entities_en.htm

Please download the appropriate form, complete the details requested and include in your tender offer documentation.

It is obligatory to attach the following documents to the Legal Entity Form:

1. A copy of any official document (e.g. official gazette, register of companies etc) showing the contractor's name, address and the registration number given to it by the national authorities
2. A copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above

ANNEX II


FINANCIAL IDENTIFICATION FORM

- SPECIMEN FOR THE TENDERER -

(to be completed by the Tenderer and his financial institution)

The Tenderer's attention is drawn to the fact that this document is a **specimen**, and a specific form in each of the 22 official languages is available for download at the following address:

http://ec.europa.eu/budget/execution/ftiers_en.htm

	FINANCIAL IDENTIFICATION
PRIVACY STATEMENT	http://ec.europa.eu/budget/execution/ftiers_fr.htm
ACCOUNT NAME	
ACCOUNT NAME ⁽¹⁾	<input type="text"/>
	<input type="text"/>
ADDRESS	<input type="text"/>
	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
CONTACT	
CONTACT	<input type="text"/>
TELEPHONE	<input type="text"/>
FAX	<input type="text"/>
E - MAIL	<input type="text"/>
BANK	
BANK NAME	<input type="text"/>
	<input type="text"/>
BRANCH ADDRESS	<input type="text"/>
	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN ⁽²⁾	<input type="text"/>
REMARKS:	<input type="text"/>
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (Both Obligatory) ⁽³⁾	DATE + SIGNATURE ACCOUNT HOLDER : (Obligatory)
<input type="text"/>	DATE <input type="text"/>
<small>⁽¹⁾ The name or title under which the account has been opened and not the name of the authorized agent ⁽²⁾ If the IBAN Code (International Bank account number) is applied in the country where your bank is situated ⁽³⁾ It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.</small>	

ANNEX III

DECLARATION OF HONOUR

WITH RESPECT TO THE

EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

The undersigned: (Please print name)

in his/her own name (if the economic operator is a natural person)

or

representing (if the economic operator is a legal entity)

Official name of the company/organisation:

.....

Official legal form:

Official address in full:

.....

.....

VAT (Tax) registration number:

.....

Declares that the company or organisation that he/she represents:

- (a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- (c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (d) has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

- (e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) has not been declared to be in serious breach of contract for failure to comply with his contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.

In addition, the undersigned declares on his honour:

- (g) that on the date of submission of the tender, the company or organisation he represents and the staff proposed for this tender are not subject to a conflict of interests in the context of this invitation to tender; he undertakes to inform the ENISA Agency without delay of any change in this situation which might occur after the date of submission of the tender;
- (h) that the information provided to the ENISA Agency within the context of this invitation to tender is accurate, truthful and complete.

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 133 and 134 b of the Implementing Rules (Commission Regulation 2342/2002 of 23/12/02), which may be applied if any of the declarations or information provided prove to be false

.....
Full name

.....
Signature

.....
Date

ANNEX IV (a)

COMMITTING PRICE OFFER:

Lot 1: General stationery and customised office supplies:

ENISA P/32/10/ADM

	Item and description	UNIT (i.e. piece, pack, box, etc)	PREFERRED QUALITY	BRAND/MODEL offered	Tenderers comments (if required)	UNIT PRICE ex VAT	No of items for 'financial scenario calculation'
	Paper products						
1	Copier paper A4 80gsm 100% recycled - box of 5 reams	1 Box	high quality			€	X 1
2	Copier paper A4 80gsm white - box of 5 reams	1 Box	high quality			€	X 1
3	Copier paper A3 80gsm white - box of 5 reams	1 Box	high quality			€	X 1
4	Tinted paper A4 80gsm - box of 5 reams	1 Box	high quality			€	X 1
5	Paper A4 200gsm white - box of 5 reams	1 Box	high quality			€	X 1
6	Paper A4 160gsm white - box of 5 reams	1 Box	high quality			€	X 1
7		1 Box	high quality			€	X 1
	Notebooks, folders and envelopes						
8	Spiral notebook A4 ruled margin 70gsm 80sheets - pack of 10	1 Pack	Bantex, Skag or equiv			€	X 1
9	Spiral notebook A5 ruled margin 70gsm 80sheets - pack of 10	1 Pack	Bantex, Skag or equiv			€	X 1
10	Spiral notepad headbound A6 shorthand 70gsm - pack of 10	1 Pack	Bantex, Skag or equiv			€	
11	Hard cover notebook A4 ruled margin 70gsm - pack of 5	1 Pack	Bantex, Skag or equiv			€	X 1
12	Hard cover notebook A5 ruled margin 70gsm - pack of 5	1 Pack	Bantex, Skag or equiv			€	

	Item and description	UNIT (i.e. piece, pack, box, etc)	PREFERRED QUALITY	BRAND/MODEL offered	Tenderers comments (if required)	UNIT PRICE ex VAT	No of items for 'financial scenario calculation'
13	Flipchart Pad 70gsm recycled paper - pack of 5	1 Pack	Bantex, Skag or equiv			€	
14	Lever Arch File A4, 80mm spine, plastic - all colours - box of 10	1 Box	Bantex, Skag or equiv			€	x 1
15	Lever Arch File A4, 40mm spine, plastic - all colours - box of 10	1 Box	Bantex, Skag or equiv			€	x 1
16	Ring binders, 2 O-Ring 25mm A4, plastic - all colours - box of 10	1 Box	Bantex, Skag or equiv			€	
17	Manilla document wallet 32mm spine - pack of 50	1 Pack	Bantex, Skag or equiv			€	
18	Manilla slip files A4 380gsm ass. colours - pack of 25	1 Pack	Bantex, Skag or equiv			€	
19	12 Part files elastic corner fastening - pack 5	1 Pack	Bantex, Skag or equiv			€	x 1
20	Cut flush folders – polypropylene A4 clear 150microns - pack of 100	1 Pack	Bantex or equivalent			€	x 1
21	Cut flush folders - assorted colours A4 150microns - pack of 100	1 Pack	Bantex or equivalent			€	x 1
22	Multipunched pockets top opening A4 clear 80microns pack of 100	1 Pack	Bantex or equivalent			€	x 1
23	Multipunched pockets A4 top and side opening 80microns pack of 100	1 Pack	Bantex or equivalent			€	x 1
24	Manilla subject dividers A4 10 part assorted colours - single	1	Bantex or equivalent			€	x 10
25	Manilla subject dividers A4 5 part assorted colours - single	1	Bantex or equivalent			€	x 10
26	Manilla A-Z Dividers	1	Bantex or equivalent			€	x 1
27	Manilla Jan-Dec dividers A4	1	Bantex or equivalent			€	x 1
28	Project flat files - flat bar mechanism for punched papers A4 - pack of 5	1 Pack	Bantex or equivalent			€	

	Item and description	UNIT (i.e. piece, pack, box, etc)	PREFERRED QUALITY	BRAND/MODEL offered	Tenderers comments (if required)	UNIT PRICE ex VAT	No of items for 'financial scenario calculation'
29	Signature Book - 20 Compartments Durable Blotting Card 340x240mm	1				€	x 1
30	Laser address labels - white - 10 labels per sheet - 100 sheet in pack	1 Pack	Avery Zweckform or equivalent			€	x 1
31	Internal mail envelopes – Manilla C4, peel and seal - box of 250	1 Box				€	x 1
32	Manilla C5 Pocket envelope 90gsm - peel and seal - box of 500	1 Box				€	x 1
33	DL Plain wallet 110x220 white envelope, press seal, 80gsm - box 1000	1 Box				€	x 1
34	Padded bubble envelopes 150x215mm (approx size) - pack of 10	1 Pack				€	
35	Padded bubble envelopes 180x265mm (approx size) - pack of 10	1 Pack				€	
36	Padded bubble envelopes 270x360mm (approx size) - pack of 10	1 Pack				€	x 1
37	Padded bubble envelopes 300x445mm (approx size) - pack of 10	1 Pack				€	x 1
38	Auto adhesive notes, yellow 127x76mm - pack of 12	1 Pack	Post-it or equivalent			€	x 1
39	Auto adhesive notes, yellow 76x76mm - pack of 12	1 Pack	Post-it or equivalent			€	
40	Auto adhesive notes, yellow 38x50mm - pack of 12	1 Pack	Post-it or equivalent			€	
41	Index flags 25x44mm (approx) assorted colours - pack of 50	1 pack	Post-it or equivalent			€	x 1
	Writing and graphics						
42	Fineliner pen (liquid ink) 0.5mm, red/blue/black - box of 12	1 Box	Pilot, Pentel or equiv			€	x 1
43	Roller ball gel pen, 0.7mm ergo grip, retractable, red/blue/black - box 12	1 Box	Pilot, Pentel or equiv			€	x 1

	Item and description	UNIT (i.e. piece, pack, box, etc)	PREFERRED QUALITY	BRAND/MODEL offered	Tenderers comments (if required)	UNIT PRICE ex VAT	No of items for 'financial scenario calculation'
44	Pencil with eraser 2HB ergonomic grip - box of 12	1 Box	Staedler Faber or equiv			€	
45	Pencil mechanical 0.5mm inc eraser, ergonomic grip - single piece	1	Staedler Faber or equiv			€	
46	Refill leads for mechanical pencil 0.5mm - box of 12	1 Box	Staedler Faber or equiv			€	
47	Pencil sharpener, metallic type, single hole - each	1				€	x 20
48	Eraser, non PVC type, white - each	1				€	x 20
49	Standard ruler 40cm clear plastic - each	1				€	
50	Correction fluid 20mm - box of 10	1 Box	Pritt or equivalent			€	x 1
51	Correction tape mini roller 4.2mm x 6m - box of 10	1 Box	Pritt or equivalent			€	x 1
52	Highlighters fluoro type, assorted colours - pack of 4	1 Box	Stabilo Pentel or equivalent			€	x 3
53	Marker for writing on CD/DVD, blue/black/red/green - pack of 4	1 Pack	Edding Pilot Artline or equivalent			€	x 3
54	Whiteboard markers 1.5-3mm round tip, assorted colours - pack of 10	1 Pack	Edding Pilot Artline or equivalent			€	x 1
55	Flipchart markers 1.5-3mm round tip, assorted colours - pack of 10	1 Pack	Edding Pilot Artline or equivalent			€	x 1
	Other office products						
56	Invisible (magic) tape 19mm x 33m roll - pack of 10	1 Pack	Scotch or equivalent			€	x 1
57	Tape dispenser base to suit 19x33mm tape	1				€	x 1
58	Stapler standard, 20+ sheet	1	Lietz, Rapesco or equiv			€	x 1
59	Stapler heavy duty, 80+ sheet	1	Lietz, Rapesco or equiv			€	
60	Staples 24-6 - box of 1000	1 Box				€	x 5
61	Staples 24-8 - box of 5000	1 Box				€	
62	Staples 923-12 - box of 1000	1 Box				€	

	Item and description	UNIT (i.e. piece, pack, box, etc)	PREFERRED QUALITY	BRAND/MODEL offered	Tenderers comments (if required)	UNIT PRICE ex VAT	No of items for 'financial scenario calculation'
63	Staple remover (with crab claws)	1				€	
64	Fold back clips 19mm - box of 100	1 Box				€	
65	Fold back clips 24mm - box of 100	1 Box				€	
66	Fold back clips 32mm - box of 100	1 Box				€	x 1
67	Fold back clips 50mm - box of 100	1 Box				€	x 1
68	Paper hole punch/perforator, 2 hole - 60+ sheet	1				€	x 1
69	Paper hole punch/perforator, 2 hole, heavy duty – 150+ sheet	1				€	
70	Paper clips large, 50mm - box of 1000	1 Box				€	x 10
71	Paper clips medium, 32mm - box of 1000	1 Box				€	x 10
72	Paper clips small, 26mm - box of 1000	1 Box				€	
73	Glue stick for paper, 20g - pack of 12	1 Pack	UHU or equivalent			€	x 1
74	Batteries AAA alkaline - pack of 4	1 Pack	Energizer, Sony or equiv			€	
75	Batteries AA alkaline - pack of 4	1 Pack	Energizer, Sony or equiv			€	
76	Batteries 9V alkaline - single pack	1 Pack	Energizer, Sony or equiv			€	
77	Plastic footrest - adjustable	1				€	
78	Keyboard wrist rest	1				€	
79	Storage box W378xD545xH287mm with tote handles - pack of 10	1 Pack				€	x 1
80	Laminating pouches A4, 100micron - pack of 100	1 Pack				€	x 1
81	Binding covers clear, 200microns pack of 100	1 Pack				€	x 1
82	Plastic binding combs A4 8mm 60 sheet - pack of 100	1 Pack				€	x 1
83	Plastic binding combs A4 10mm 80 sheet - pack of 100	1 Pack				€	x 1

	Item and description	UNIT (i.e. piece, pack, box, etc)	PREFERRED QUALITY	BRAND/MODEL offered	Tenderers comments (if required)	UNIT PRICE ex VAT	No of items for 'financial scenario calculation'
84	Plastic binding combs A4 12mm 100 sheet - pack of 100	1 Pack				€	x 1
85	Plastic binding combs A4 22mm 200 sheet - pack of 50	1 Pack				€	x 1
86	Name badges with clip, approx 5.5 x 9cm - pack of 50	1 Pack				€	x 1
87	Name badge inserts, 20sheets 10 inserts per sheet	1 Pack				€	
88	Name badge lanyard, flat polyester, blue - pack of 10	1 Pack				€	
89	Whiteboard 60cm x 90cm	1				€	

	Discount in %
Standard Discount' offered on online (or printed) catalogue price	%

Please take note of the following:

- You must provide prices for each blank box above. **You must fill in all 89 price boxes and the 'standard discount' box.**

Failure to complete all price boxes may result in your financial offer being declared invalid.

Print name: <i>(of the Tenderer or authorised representative)</i>	Signature:	Date:
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ANNEX IV (b)

COMMITTING PRICE OFFER:

LOT 2 - IT consumables, laser toner and ink cartridges:

ENISA P/32/10/ADM

Item and description	UNIT (i.e. piece, twin pack, etc)	BRAND & MODEL offered	UNIT PRICE ex VAT	No of items for 'price scenario calculation'
Laser toner and ink cartridges				
Xerox Work Centre 7328				
006R01175	1 piece	<i>Genuine</i>	€	x 1
006R01176	1 piece	<i>Genuine</i>	€	x 1
006R01177	1 piece	<i>Genuine</i>	€	x 1
006R01178	1 piece	<i>Genuine</i>	€	x 1
013R00624	1 piece	<i>Genuine</i>	€	x 1
Xerox Staples Cartridge for Work Centre 7328	1 piece	<i>Genuine</i>	€	x 1
Xerox Work Centre 7428 colour				
006R0139 Black	1 piece	<i>Genuine</i>	€	x 1
006R01396 Yellow	1 piece	<i>Genuine</i>	€	x 1
006R01397 Magenta	1 piece	<i>Genuine</i>	€	x 1
006R01398 Cyan	1 piece	<i>Genuine</i>	€	x 1
Xerox Staples Cartridge for Work Centre 7428	1 piece	<i>Genuine</i>	€	x 1
HP LaserJet 1320				
Q5942X	1 piece	<i>Genuine</i>	€	x2
HP LaserJet 4250				
Q5949X	1 piece	<i>Genuine</i>	€	x2
HP LaserJet P2015				
Q7553X	1 piece	<i>Genuine</i>	€	x2
HP LaserJet P2055				
CE505X	1 piece	<i>Genuine</i>	€	x2
HP Colour LaserJet CP2025				
CC530A	1 piece	<i>Genuine</i>	€	x 1
CC531A	1 piece	<i>Genuine</i>	€	x 1
CC532A	1 piece	<i>Genuine</i>	€	x 1
CC533A	1 piece	<i>Genuine</i>	€	x 1
HP Colour LaserJet CP3525dn				
CE 250X - black	1 piece	<i>Genuine</i>	€	x 1
CE 251A - cyan	1 piece	<i>Genuine</i>	€	x 1
CE 252A - yellow	1 piece	<i>Genuine</i>	€	x 1
CE 253A - magenta	1 piece	<i>Genuine</i>	€	x 1
CE 254A - HP Toner Collection Unit	1 piece	<i>Genuine</i>	€	x 1

HP Office jet Pro 8500				
HP 940XL C4906AN black	1 piece	<i>Genuine</i>	€	x 5
HP 940XL C4907AN cyan	1 piece	<i>Genuine</i>	€	x 5
HP 94 XL C4908AN magenta	1 piece	<i>Genuine</i>	€	x 5
HP 940XL C4909AN yellow	1 piece	<i>Genuine</i>	€	x 5
Canon PIXMA iP90				
BCI-15B - black	2 pack	<i>Genuine</i>	€	x 5
BCI-16C – tri-colour	2 pack	<i>Genuine</i>	€	x 5
STORAGE MEDIA				
CD Recordable 700MB 52x Verbatim, TDK, Creation or equivalent	cake of 100		€	x 4
DVD Recordable 4.7GB, 16x certified (+R) Verbatim, TDK, Creation, Sony or equivalent	cake of 100	☒	€	x 4
DVD Dual Layer recordable 8.5GB, 8x certified Verbatim, TDK or equivalent	pack of 50		€	
DVD Re-Rewritable at least 4x Verbatim, TDK, Creation, Sony or equivalent	pack of 10		€	
Plastic Case for CD/DVD (slim case, clear)	pack of 10		€	
Envelope Sleeve for CD/DVD	pack of 100		€	
Flash memory stick (USB) 8GB, R/W approx 10MB/sec - Kingston, SanDisk or equivalent	1 piece		€	
Flash memory card 8GB (SDHC) R/W approx 10MB/sec - Kingston, SanDisk or equivalent	1 piece		€	
LTO-2 Ultrium Data Cartridges HP or equivalent	1 piece		€	x 4
LTO-4 Ultrium Data Cartridges HP or equivalent	1 piece		€	x 4

	Discount in %
'Standard Discount' offered on online (or printed) catalogue price	%

Please take note of the following:

- You must provide prices for each blank box above. **You must fill in all price boxes and the 'standard discount' box.**
- Failure to complete all price boxes may result in your financial offer being declared invalid.

<p>Print name: (of the Tenderer or authorised representative)</p>	<p>Signature:</p>	<p>Date:</p>
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ANNEX V

Model Framework Supply Contract template

(See attached file)

ANNEX VI

DECLARATION BY THE AUTHORISED REPRESENTATIVE(S):

NAME OF LEGAL REPRESENTATIVE	
<i>I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.</i>	
First name	
Last name	
Title (e.g. Dr, Mr, Mrs)	
Position (e.g. Manager, Director)	
Telephone number	
Fax number	
e-mail address	
Website	
NAME OF 2 nd LEGAL REPRESENTATIVE <i>(if applicable)</i>	
<i>I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.</i>	
First name	
Last name	
Title (e.g. Dr, Mr, Mrs)	
Position (e.g. Manager, Director)	
Telephone number	
Fax number	
e-mail address	
Website	

SIGNATURE: **DATE:**

ANNEX VII

Consortium form (if applicable)

Name of tenderer:

Form of the Consortium: (Please cross the relevant box)

Permanent: Legally established: Specifically for this tender:

	Name(s)	Address
Leader of the Consortium <i>(person authorised to conclude contract)</i>		
Partner 1*		
Partner 2*		

* add additional lines for partners if required. **Note that a subcontractor is not considered to be a partner.**

We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the leader is authorised to bind, and receive instructions for and on behalf of, each partner, that the performance of the contract, including payments, is the responsibility of the leader, and that all partners in the consortium are bound to remain in the consortia for the entire period of the contract's performance.

Signature: <i>Leader of consortium</i>	
Date:	
Signature: <i>Partner 1</i>	
Date:	
Signature: <i>Partner 2...etc</i>	
Date:	

ANNEX VIII

Sub-contractors form (if applicable)

	Name(s)	Address
Tenderer (person authorised to sign contract)		
Sub-contractor 1*		
Sub-contractor 2*		

* add additional lines for subcontractors if required.

As subcontractors for this tender, we confirm that we are willing to perform the tasks as specified in the tender documentation.

Signature: <i>Tenderer</i>	
Date:	
Signature: <i>Subcontractor 1</i>	
Date:	
Signature: <i>Subcontractor 2</i>	
Date:	

ANNEX IX Document CHECKLIST

WHAT MUST BE INCLUDED IN THE TENDER SUBMISSION:

PLEASE TICK EACH BOX AND **RETURN THIS CHECKLIST**

TOGETHER WITH YOUR OFFER

- 1 **Technical Offer**
- 2 **Professional information** (*see Part 3 – Article 3.1*)
- 3 **Proof of financial and economic capacity** (*see Part 3 – Article 3.2*)
- 4 **Proof of technical and professional capacity** (*see Part 3 – Article 3.3*)
- 5 **Legal Entity Form**³ (*Annex I*) *signed and dated*
- 6 **Financial Identification Form**⁴ (*Annex II*) *signed and dated*
- 7 **Declaration on Honour on exclusion criteria** (*Annex III*) *signed and dated*
- 8 **Financial Offer** (*Annex IV*)(a) *and/or* (b) *signed and dated*
- 9 **Declaration by Authorised Representative** (*Annex VI*) *signed and dated*
- 10 **Consortium form** (*Annex VII*) *signed and dated - if applicable*
- 11 **Sub-Contractors form** (*Annex VIII*) *signed and dated - if applicable*

****The tenderers' attention is drawn to the fact that any total or partial omission of documentation requested may lead the Contracting Authority to exclude the tender from the rest of the procedure.***

Print name:

Signature:

Date:

(of the Tenderer or authorised representative)

³ If you have provided a Legal Entity form to ENISA within the previous 6 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form.

⁴ If you have provided a Financial Identification form to ENISA within the previous 6 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form.