



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

21 November 2022
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European Medicines Agency
Administration and Corporate Management

Ex ante publicity of a negotiated procedure

EMA/2022/18/ST – Courier Services

The European Medicines Agency (hereinafter referred to as “the Agency” or “EMA”) intends to procure Courier Services for a period of four years.

The scope of this contract shall be:

To acquire efficient courier services for sending consignments worldwide from EMA’s current office location in Amsterdam Zuid, mainly to the member states of European Union. Worldwide collection of consignments is also required. A great majority of the shipments are scientific documents associated with medicinal products and, therefore, the security of the consignments and the delivery time are of paramount importance.

A negotiated tender with a maximum indicative budget of € 100,000 (one hundred thousand) Euro is planned to be launched at the end of the year and the contract awarded will be for four years (1+1+1+1).

It is important to note that the Agency intends to conclude a contract containing the successful tenderer’s standard terms and conditions. However, it is mandatory that the contract will include the Agency’s clauses of “Mandatory contractual requirements” which shall prevail over the successful tenderer’s standard terms and conditions. The mandatory contractual requirements will be issued with the technical specifications.

Interested economic operators meeting the minimum technical requirements and the criteria below may express their interest by sending an e-mail indicating the reference number and subject of the procurement to CourierServices@ema.europa.eu together with the name, address and business details before 5 December 2022, 12PM.

The following minimum technical requirements shall apply to this framework contract:

- Compliance with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU;
- The working language of the Agency is English and the contractor must confirm that it will be able to communicate with the Agency in English for seamless implementation and execution of all the services covered within the scope of the contract, including responsibilities resulting

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from regulatory requirements such as Health and Safety and Data Protection, as well as for the efficient and timely response in respect to contract management.

- Processing of personal data in connection with this service must comply with EU data protection legislation, in particular, Regulation (EU) 2016/679 (General Data Protection Regulation).

Interested economic operators should comply, at least, with the following criteria:

- All tenderers must have authorisation to perform the contract under national law.
- The average annual turnover of the tenderer must be a minimum value of € 50,000 (fifty thousands) for each of the last two financial years.
- Relevant experience in provision of the courier services to comparable clients in the past three years. Tenderers are required to provide three examples of clients to which they have provided courier services with similar or higher requirements to the content and volumes of the services requested in this call for tender with minimum of 400 shipments worldwide per year per client, where at least one of these clients is a public sector organisation.
- The tenderer is required to have relevant experience of the account manager proposed for the Agency with minimum of two years' experience in accounts management preferably including to public/governmental bodies.
- A demonstration of environmental management regarding the carbon emission generated by the shipping activities of consignments.

This publication does not constitute any obligation on the part of the Agency to invite any economic operator having expressed its interest to tender. Only the candidates invited to tender by the Agency will be admissible. Registering interest to receive an invitation to tender in a negotiated procedure of this type does not create any legal right or legitimate expectation on the part of any economic operator.