



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

21 April 2017
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European Medicines Agency

Ex ante publicity of a negotiated procedure

EMA/2017/03/COM – Provision of modular exhibition solutions

The European Medicines Agency (hereinafter referred to as “the Agency” or “EMA”) is a decentralised agency of the European Union (EU) currently based in Canary Wharf in the Docklands area of London (E14). It began operating in 1995. Please note that the Agency might need to relocate to another EU Member State during the contractual term now that the UK has notified the EU of its intention to leave the EU under Article 50 of the Treaty on European Union.

The Agency intends to procure modular exhibition solutions through conclusion of a contract with one economic operator for a period of 24 (twenty-four) months with the possibility to renew twice, each for an additional period of 12 (twelve) months, up to a total maximum duration of 48 (forty-eight) months under the same conditions.

The scope of this contract shall be:

The European Medicines Agency (“the Agency”, “EMA”) regularly purchases different modular exhibition solutions, which are subsequently displayed at internal and external, national, European and international events.

The Agency may wish to purchase modular exhibition solutions to support its communications activities. The contractor should be in a position to provide a comprehensive range of modular exhibition solutions, i.e. roll-up banner stands (1,000mm (w) and 2,000mm (w)), pop-up curved displays, replacement panels for pop-up curved displays, literature display stands and signpost displays. The products will be required to be delivered to the Agency’s premises.

It is envisaged that any proposed solution should be of a high quality finished product, and environmentally-friendly materials and packaging where applicable should be proposed. Environmentally friendly means either recycled, recyclable, non-polluting, ethical, sustainable, biodegradable, organic or fair trade, or any combination of these. PVC should be avoided in packaging and polypropylene used in preference.

Timely delivery is also required. On the basis of the contract, individual orders will be placed for each product via purchase orders.

Before production of any item is launched, the tenderer shall present an electronic colour proof to obtain a final approval for production. The tenderer must indicate a detailed production planning in order to meet the delivery deadlines.



A negotiated tender with a maximum budget of EUR 60,000 is planned to be launched in May 2017 and the contract awarded will be for a period of 24 (twenty-four) months with the possibility to renew twice, each for an additional period of 12 (twelve) months, up to a total maximum duration of 48 (forty-eight) months under the same conditions.

Prices must be submitted in EUR.

Interested economic operators meeting the minimum technical requirements and the criteria below may express their interest by sending an e-mail to: beatrice.fayl@ema.europa.eu, together with the name, address and business details before 12 noon (GMT) on 5 May 2017.

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.
- Tenderers must have an online catalogue with prices clearly displayed, which is available in English in addition to original language (if not in English).
- Tenderers must be able to provide environmentally-friendly items where applicable.
- Tenderers must be able to supply the items listed below at a minimum: Roll-up banner stands (1,000mm and 2,000mm), pop-up displays, replacement panels for pop-up displays and literature display stands. Offers for only some of the items will not be accepted.

More specifically:

Ref.	Product Name	Product Description
1	Roll-up banner stand - A	1,000mm (w); 1-sided; 1 built in roller cartridge; Carry bag.
2	Roll-up banner stand - B	2,000mm (w); 1-sided; 1 built in roller cartridge; Carry bag.
3	Pop-up curved display	Portable display case on wheels with beech inlay counter conversion top; 3365mm (w), 2225mm (h); 3 front panels & 2 side panels; 1 wrap for carry case; Pop-up hardware (aluminium frame, magnetic graphic bars).
4	Replacement panels for Pop-up curved display	3 front panels & 2 side panels; 1 wrap for carry case.
5	Literature display stand	Portable floor stand; 6 x A4 portrait brochure capacity; Carry bag.

6	Signpost display	Freestanding aluminium/chrome A3 display; 1075 (h); Light to transport, easy to assemble, adjustable angle; Snap frame which can be mounted in horizontal (landscape A3) or vertical (portrait A3) orientation.
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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 EUR 20,000 for the last two financial years.
- The tenderer must have relevant previous experience in the provision of services in the fields covered by this procurement procedure; i.e. the tenderer must have handled three contracts of at least similar size and nature within the last three years.
- Adequate quality management standards in place (ISO 9001 or equivalent).
- Adequate environmental management measures in place, for example an environmental policy.

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.