



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

28 April 2016
EMA/220134/2016
European Medicines Agency

Ex ante publicity of a negotiated procedure

EMA/2016/13/FI – Physical inventory of fixed assets

The European Medicines Agency (hereinafter referred to as “the Agency” or “EMA”) intends to procure a service for the physical inventory of its assets. The duration of the contract shall not exceed twelve months.

The scope of this contract shall be:

- Carry out a physical inventory on a 100%, wall-to-wall basis, on the Agency’s premises at 30 Churchill Place and on the offsite recovery centre located in London, EC2.
- Perform a physical verification of the item attributes and affix a new or replace and existing asset tag or asset label.
- Provide a report upon completion of the inventory.

A negotiated tender with a maximum indicative budget of GBP 20,000 is planned to be launched in May and the contract awarded will be for twelve months.

Interested economic operators meeting the minimum technical requirements and the criteria below may express their interest by sending an e-mail to: paola.samassa@ema.europa.eu together with the name, address and business details **before Friday 20th May 2016**.

The following minimum technical requirements shall apply:

- 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;
- Must commit to carry out the physical inventory between 1st August 2016 and 30th September 2016 and to provide the appropriate reports by 31st October 2016.
- Compliance with all relevant UK health and safety legislation.
- Confirmation that each staff that will work at the Agency’s premises has been security vetted at a standard similar to that of **BS7858** (Security screening of personnel employed in a security environment) and that conflicts of interest cleared throughout the duration of the contract.
- Acknowledgment that, if successful, the tenderer will provide the Agency with a list of the staff that will be assigned to work at the Agency’s premises.



- Acknowledgment that each staff that are entering the Agency's premises must identify themselves with corporate identification, e.g. a badge or similar identification showing full name and company name and a valid identity document, e.g. driving licence, passport or similar national ID.
- Acknowledgment that, if successful, each staff that will work at the Agency's premises need to sign a confidentiality agreement, provided by the Agency on the first working day.
- Acknowledgment that, if successful, each staff that will work at the Agency's premises will respect the confidentiality of any the Agency information that may be available to them in the course of their duties and undertake not to divulge such information to any third party without the prior written approval of the Agency.
- Acknowledgment that, if successful, each staff that will work at the Agency's premises must comply with the Agency's security policy at all times.
- Acknowledgment that performing the services in secured areas requires the guidance of a security officer/host from the Agency.

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 GBP 30,000.00 for each of the last two financial years.
- Relevant previous experience of the tenderer in the provision of services in the fields covered by this procurement procedure.

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.