



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

10 May 2016
EMA/269828/2016
European Medicines Agency

Ex ante publicity of a negotiated procedure

EMA/2016/42/COM – Promotional products

The European Medicines Agency (hereinafter referred to as “the Agency” or “EMA”) intends to procure branded products comprising of products in two categories (standard and premium), through conclusion of a contract with one economic operator for a period of four years.

The scope of this contract shall be:

The Agency regularly distributes various personalised promotional products, which are subsequently distributed to high-level visitors, the general public (during specific conferences and/or exhibitions) or internally to EMA staff as awards.

The contractor will be required to source and supply promotional branded products comprising of products in two categories (standard and premium) ball pen, notebook, crossed flag badge, touch screen stylus, notestix pad set, bag, golf umbrella, desk clock, and roller pen, or similar items. The products will be required to be customised with the EMA logos and/or (web)address, as well as delivered to the Agency’s premises.

It is envisaged that any proposed item should be a high quality finished product, and environmentally-friendly items and packaging where applicable. 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 a sample in order 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 indicative budget of EUR 60,000 is planned to be launched in May 2016 and the contract awarded will be for a period of 48 months (4 years).




It will be possible to submit prices in Euro (EUR) or in Pounds Sterling (GBP).



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 24 May 2016.



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.
- Tenderers must be able to provide environmentally-friendly items where applicable.
- Tenderers must be able to supply the following items at a minimum: ball pen (with metal nosecone), soft PU notebook, crossed flag badge, touch screen stylus and notestix pad set. Offers for only some of the items will not be accepted.

Ref.	Product Description	Material	Colour	Packaging
1	Ball pen Example: 	Plastic (preferably biodegradable or recycled) Metal nosecone	Body: blue (same as EU flag) Ink: blue Clip ring: yellow	No individual packaging required. Items have to be delivered in boxes and/or bags of 50 or 100 units.
2	Soft PU notebook Example: 	Soft touch PU notebook with integrated bookmark and ribbon marker 100 sheets of lined 70gsm paper (144 x 93 x 13mm)	Body: blue with EMA logo Elastic closure band: same as cover	No individual packaging required. Items have to be delivered in boxes of 25 or 50 units.
3	Crossed flag badge Example: 	Stainless steel metal badge with protective epoxy coating (30 x 17.5mm)	Backside: silver colour Left flag: EMA logo Right flag: EU flag	No individual packaging required. Items have to be delivered in boxes / bags of 50 or 100 units.

4	<p>Touch screen stylus</p> <p>Example:</p> 	<p>Plastic touch screen stylus with flip out screen cleaner (preferably biodegradable or recycled)</p> <p>(53 x 19 x 8mm)</p>	<p>Clip: blue</p> <p>Flip out: grey</p>	<p>No individual packaging required.</p> <p>Items have to be delivered in boxes / bags of 50 or 100 units.</p>
5	<p>Notestix pad set</p> <p>Example:</p> 	<p>Hardback adhesive combi set with:</p> <p>1x 100 sheets (105 x 75mm)</p> <p>1x 25 sheets (75 x 50mm)</p> <p>1x set of 5 unprinted plastic neon page markers with 25 sheets per colour</p> <p>(110 x 80mm)</p>	<p>Front cover: blue with EMA logo</p> <p>Back cover: blue with EMA address</p> <p>Inside sheets: EMA logo or watermark</p>	<p>No individual packaging required.</p> <p>Items have to be delivered in boxes / bags of 50 or 100 units.</p>

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 30,000 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.