



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

EMA/13501/2020
European Medicines Agency
Communication Department

Ex ante publicity of a negotiated procedure

EMA 2019-37-CO – Exhibition logistics

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

The scope of this contract shall be:

The Agency considers that it may require comprehensive exhibition freighting services to/from Europe, the US, and other non-European destinations. The Agency participates in a number of conferences each year and requires services before, during and after each event.

More specifically, the Agency considers that it will require the following services for each event:

- **Outbound – Pre-Event**
 - Collection of exhibition materials from the Agency’s premises in Amsterdam.
 - Administration of all relevant supporting paperwork, e.g. customs, etc.
 - Road / air freight to destination – EU and US. The possibility to cover other non-European destinations will be appreciated.
 - Delivery directly to the EMA booth at the exhibition site.
- **On-site – During Event**
 - Storage of empty boxes and/or pallet(s) as required.
 - Administration of all relevant supporting paperwork, e.g. labelling, etc.
- **Inbound – Post-Event**
 - Collection of return shipment directly from the EMA booth at the exhibition site.
 - Administration of all relevant supporting paperwork, e.g. customs, etc.
 - Road / air freight to the Netherlands.
 - Delivery of exhibition materials to the Agency’s premises in Amsterdam.

Official address Domenico Scarlattilaan 6 • 1083 HS Amsterdam • The Netherlands

Address for visits and deliveries Refer to www.ema.europa.eu/how-to-find-us

Send us a question Go to www.ema.europa.eu/contact **Telephone** +31 (0)88 781 6000

An agency of the European Union



A negotiated tender with an indicative budget of € 65,000 is planned to be launched in October 2020 and the contract awarded will be for four years.

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 EMA-2019-37-CO@ema.europa.eu together with the name, address and business details before Monday **12st October at 1200H CEST**.

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 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).
- Compliance with current Dutch Forwarding Conditions or applicable national standards.
- Tenderer must be able to offer road and air freight services to destinations in the EU and US. The possibility to cover other non-European destinations will be appreciated.
- Tenderer must be able to collect and deliver exhibition materials from/to the Agency's premises in Amsterdam.
- Tenderer must be able to administer all relevant supporting paperwork, e.g. customs, etc.
- Tenderer must be able to deliver and collect directly from/to the EMA booth at exhibition site.

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

- All tenderers must have authorisation to perform the contract under national law.
- The annual turnover of the tenderer for each of the last two financial years must be a minimum value of € 32,500.
- Relevant previous experience of the tenderer in the provision of services in the fields covered by this procurement procedure: the tenderer must have handled three contracts of at least similar size and nature within the last three years.

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.