



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

15 February 2016
EMA/22900/2016
European Medicines Agency

Ex ante publicity of a negotiated procedure

EMA/2016/10/COM – Promotional products & Corporate gifts

The European Medicines Agency (hereinafter referred to as “the Agency” or “EMA”) intends to procure branded products and merchandise 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) ballpen, highlighter, notebook, crossed flag badge, notestix pad, bag, golf umbrella, silver desk clock, rollerpen, crystal pen holder, crystal dome tower, crystal award, and crystal business card holder, 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 GBP 61,000 is planned to be launched in March 2016 and the contract awarded will be for a period of 48 months (4 years).





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 29 February 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.
- Tenderers must be able to provide environmentally-friendly items where applicable.
- Tenderers must be able to supply the following items: ballpen (with metal nosecone), soft PU notebook, crossed flag badge, crystal cube award, crystal pen holder, and crystal dome tower.

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

				units.
4	<p>Cube award (100 x 100 x 100mm)</p> <p>Example:</p> 	Crystal	3D laser engraving	<p>Individual packaging required.</p> <p>Each to be presented in a satin lined presentation gift box.</p>
5	<p>Pen holder (90 x 80 x 80mm)</p> <p>Example:</p> 	Crystal	3D laser engraving	<p>Individual packaging required.</p> <p>Each to be presented in a satin lined presentation gift box.</p>
6	<p>Dome tower (175 x 75 x 75mm)</p> <p>Example:</p> 	Crystal	3D laser engraving	<p>Individual packaging required.</p> <p>Each to be presented in a satin lined presentation gift box.</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 GBP 30,500 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.