



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

5 February 2016
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European Medicines Agency

Ex ante publicity of a negotiated procedure EMA/2016/20/COM – Exhibition logistics

The European Medicines Agency (hereinafter referred to as “the Agency” or “EMA”) intends to procure comprehensive exhibition freighting services to/from both Europe and the US, through conclusion of a contract with one economic operator for a period of four years.

The scope of this contract shall be:

The Agency participates in a number of conferences each year and requires services before, during and after each event.

The contractor will be required to provide assistance with Outbound – Pre-Event, On-site – During Event, and Inbound – Post-Event services.

Before each event, the tenderer shall receive all details and will be requested to return a quotation via e-mail. On the basis of the contract, individual orders will then be placed via purchase orders.

A negotiated tender with an estimated contract value of EURO 60,000 is planned to be launched in February 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 19 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.
- Compliance with current BIFA (British International Freight Association) Trading conditions.
- Tenderer must be able to offer road and air freight services to destinations in both the EU and US.
- Tenderer must be able to collect and deliver exhibition materials from/to the Agency's premises in London E14 5EU (EMA Loading Bay).
- Tenderer must be able to administer all relevant supporting paperwork, e.g. customs, etc.



- Tenderer must be able to delivery 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 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.

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.