



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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European Medicines Agency

Ex ante publicity of a negotiated procedure

EMA/2016/22/DF – Supply and disposal of catering equipment including appliances

The European Medicines Agency (hereinafter referred to as “the Agency” or “EMA”) intends to procure replacements of existing and additional catering equipment items including appliances and spare parts as and when required, and safe disposal of such decommissioned equipment and appliances when required, through conclusion of a framework contract for a period of four years. Items of catering equipment listed below are likely to be purchased. However, the list of items is not exhaustive.

- Freestanding freezers
- Freestanding fridges
- Induction hobs
- Microwave ovens
- Dishwashers
- Blenders
- Coffee dispensers
- Water dispensers

The scope of this contract shall be:

- Ad hoc purchases of catering equipment items including appliances and spare parts
- Ad hoc disposal of electrical catering appliances
- Ad hoc disposal of refrigeration catering appliances

A negotiated tender with an indicative budget of GBP 100,000.00 is planned to be launched in the first half of September 2016, and the contract awarded will be for the period of four years.

Interested economic operators meeting the minimum technical requirements and the criteria below may express their interest by sending an e-mail to: Szymon.Najdzien@ema.europa.eu together with your name, telephone number and e-mail address, the name of your organisation/company, postal address and description of your business before 18:00 on 22 August 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;
- The goods purchased by the Agency shall be covered by standard manufacturers' warranties. Purchased goods shall be delivered to the chosen location within the Agency's premises in London and Sale of Goods Act 1979 shall apply.
- The successful tenderer will operate an open-book policy on purchase of goods using the percentage mark-up submitted as part of their tender response. However, under no circumstances shall the total of price of the goods ordered and corresponding delivery charges exceed the successful tenderer's published catalogue/internet prices effective on the day order is placed, provided such a catalogue exists.
- It is the responsibility of the successful tenderer working at the Agency's premises to comply with all relevant UK health and safety legislation. In this regard tenderers will have to provide a signed declaration confirming that, if awarded the framework contract, the tenderer undertakes to comply with all relevant UK health and safety legislation and EMA's Contractor Guidelines and Health & Safety Information a copy of which can be obtained upon request.
- The tenderers must be able to supply the following items: freestanding freezers, freestanding fridges, induction hobs, microwave ovens, dishwashers, blenders, coffee dispensers, water dispensers.

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

- All tenderers must have authorisation to perform the contract under national law.
- The minimum annual turnover of the tenderer must be at least of GBP 50,000 for each of the last two financial years.

Relevant previous experience of the tenderer in the supply of catering equipment (including appliances) and the provision of disposal of catering equipment services: 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.