

**Finland-Helsinki: Purchase, supply and installation of office furniture at European Union House in Helsinki, Finland**

OJ S 55/2014 19/03/2014

Contract notice

Supplies

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission Representation in Finland

Postal address: Malminkatu 16, PO Box 1250

Town: Helsinki

Postal code: FI-00100

Country: Finland

For the attention of: Irma Gynther-Karppinen

E-mail: [comm-rep-fi-tender@ec.europa.eu](mailto:comm-rep-fi-tender@ec.europa.eu)

Telephone: +358 962265454

Fax: +358 962265494

**Internet address(es):**General address of the contracting authority: [http://ec.europa.eu/finland/index\\_fi.htm](http://ec.europa.eu/finland/index_fi.htm)**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

European institution/agency or international organisation

**I.3. Main activity**

General public services

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Purchase, supply and installation of office furniture at European Union House in Helsinki, Finland.

**II.1.2. Type of contract and place of performance or delivery**

Supplies

Purchase

Main site or place of performance: European Union House, Malminkatu 16, PO Box 1250, FI-00100 Helsinki, FINLAND.

NUTS code

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

**II.1.4. Information about framework agreement**

**II.1.5. Short description of the contract or purchase(s)**

The European Commission Representation in Finland is planning to renew the furniture in the office spaces.

The European Commission requires the delivery and installation of all furniture. The furniture installation is foreseen for the 2nd half of 2014.

**II.1.6. CPV code(s)**

39130000 Office furniture

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

The total estimated budget for this tender is 80 000 EUR.

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: no

**II.3. Duration of the contract or time limit for completion**

Duration in months: 4 (from the award of the contract)

**Section III: Legal, economic, financial and technical information**

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**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

**III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

Payments will be made after acceptance by the Commission of all supplies and services related to it and within 30 days of presentation of an invoice in due and proper form which conforms to national accounting regulations.

Invoices presented by the contractor must specify separately the amount(s) exclusive of VAT, the amount of VAT and the total amount inclusive of VAT.

**III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Tenders may be submitted by groupings of service providers who will not be required to adopt a specific legal form prior to the contract being awarded. If a grouping is awarded the contract, it may have to take on a particular legal form if this is necessary in order for the contract to be performed correctly. However, a grouping of economic operators must nominate 1 party to be responsible for the receipt of processing of payments for members of the grouping as well as for management and coordination of the service.

#### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

#### **III.2. Conditions for participation**

##### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: All details regarding this point are specified in the tender specifications, which can be downloaded from the website of the Representation of the European Commission in Finland, on the following address: [http://ec.europa.eu/finland/index\\_fi.htm](http://ec.europa.eu/finland/index_fi.htm)

##### **III.2.2. Economic and financial ability**

List and brief description of conditions: 'Idem' point III.2.1.

##### **III.2.3. Technical and professional ability**

List and brief description of conditions:  
'Idem' point III.2.1.

##### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

##### **III.3.2. Information about staff responsible for the performance of the contract**

### **Section IV: Procedure**

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#### **IV.1. Type of procedure**

##### **IV.1.1. Type of procedure**

Open

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

**IV.3.1. File reference number attributed by the contracting authority**

PO/2014-06-INF/HEL.

**IV.3.2. Previous publication concerning this procedure**

no

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 5.5.2014 - 16:00

Payable documents: no

**IV.3.4. Time limit for receipt of tenders or requests to participate**

12.5.2014 - 16:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

Any EU official language

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

until: 31.12.2014

**IV.3.8. Conditions for opening of tenders**

Date: 16.5.2014 - 10:00

Place:

Malminkatu 16, FI-00100 Helsinki, FINLAND.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Malminkatu 16, FI-00100 Helsinki, FINLAND.

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**Section VI: Complementary information**

**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**VI.3. Additional information**

1) The attention of interested parties is drawn to the aim of this notice, i.e. to select a supplier of office furniture after reception of offers to the tender.

2) Interested parties are requested to observe strictly the conditions stated in the documents (including the tender specifications), which are available on the website of the Representation of the European Commission ([http://ec.europa.eu/finland/index\\_fi.htm](http://ec.europa.eu/finland/index_fi.htm)), when submitting their tender, namely:

- a) to send their tender by post or submit it by hand before the deadline given in point IV.3.4;
- b) to enclose all the documents and information required in the tender specifications;
- c) incomplete tenders may be automatically rejected;
- d) the supply and installation is expected to take place in the 2nd half of 2014 (order period + installation included);
- e) under Article 134.1.g (I) of Commission delegated Regulation (EU) No 1268/2012 of

29.10.2012, laying down detailed rules of application, the contracting authority may use a negotiated procedure, without prior publication of a further supply contract notice, for the award of new contracts in the case of additional deliveries, partial replacement of installations or extension of existing supplies or installations. The duration of such contracts may not exceed 3 years.

3) The European Commission will be organising a site visit/information session at the Representation on 22.4.2014 (14:00). Even though the site visit is not mandatory, it is strongly recommended to tenderers in order to get a realistic view of the scope of the tender on the spot.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@ec.europa.eu](mailto:generalcourt.registry@ec.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu>

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

##### **VI.4.3. Service from which information about the review procedure may be obtained**

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@ec.europa.eu](mailto:generalcourt.registry@ec.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu>

##### **VI.5. Date of dispatch of this notice**

7.3.2014