

Netherlands-Rijswijk: Internal office mail and messenger services

OJ S 48/2021 10/03/2021

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: European Patent Office

Postal address: Patentlaan 2

Town: Rijswijk

NUTS code: NL332 Agglomeratie 's-Gravenhage

Postal code: 2288 EE

Country: Netherlands

Contact person: Central Procurement

E-mail: dhtenderclarifications@epo.org

Telephone: +31 70340-2040

Internet address(es):Main address: www.epo.org/tendersAddress of the buyer profile: www.epo.org/tenders**I.3. Communication**

Access to the procurement documents is restricted. Further information can be obtained at:

www.epo.org/tenders

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.epo.org/NetServer/>**I.4. Type of the contracting authority**

European institution/agency or international organisation

I.5. Main activity

Other activity: Patents

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

Internal Office Mail, Messenger and General Support Services

Reference number: EPO-2021-0010

II.1.2. Main CPV code

64122000 Internal office mail and messenger services

II.1.3. Type of contract

Services

II.1.4. Short description

Provision of internal messenger, mailroom, expedition, transport, driver and supply store as well as additional general support services at the European Patent Office in Rijswijk (Z.H.), the Netherlands.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

64122000 Internal office mail and messenger services

II.2.3. Place of performance

NUTS code: NL332 Agglomeratie 's-Gravenhage

Main site or place of performance: European Patent Organisation — Rijswijk, Central Procurement, Patentlaan 2, NL-2288 Rijswijk. The Netherlands

II.2.4. Description of the procurement

See procurement documents.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Start: 03/01/2022 End: 31/12/2022

This contract is subject to renewal: yes

Description of renewals:

Duration of contract is 1 (one) year with the EPO's exclusive option to extend the contract by 4 (four) further periods of 12 (twelve) months each.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Proposals for variants, the effect of which would be to reduce significantly the rights and safeguards of the EPO, are not allowed.

Questions submitted after the deadline for receipt of requests for clarification (see VI.3) will not be answered. After expiry of the deadline, the questions submitted by others and the corresponding clarifications will be available in the Bidding Cockpit.

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

List and brief description of selection criteria:
See procurement documents.

III.1.3. Technical and professional ability

List and brief description of selection criteria:
See procurement documents.

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

If several bidders submit a joint bid, they must be jointly and severally liable for the performance of the obligations under the contract. A declaration to this effect, duly signed by all members of the grouping and appointing a representative authorised to act on behalf of all members, must be submitted with the bid.

III.2.3. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 07/05/2021 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 03/01/2022

IV.2.7. Conditions for opening of tenders

Date: 07/05/2021 Local time: 12:00

Information about authorised persons and opening procedure: Not applicable.

Section VI: Complementary information

VI.1.

Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic invoicing will be accepted

VI.3. Additional information

Only electronic bids may be submitted. Please note that a qualified electronic signature is required as specified on EPO's website: <https://www.epo.org/about-us/tenders/signatures.html>

Final date to download the procurement documents:

6 May 2021 23.30

Final date for receipt by the EPO of requests for clarification:

16 April 2021 12.00

Questions must be submitted via the Bidding Cockpit.

VI.4. Procedures for review**VI.4.1. Review body**

Official name: See General Conditions of Tender

Postal address: not applicable

Town: not applicable

Country: Netherlands

Internet address: www.epo.org/about-us/tenders/general-conditions.html

VI.4.2. Body responsible for mediation procedures

Official name: not applicable

Postal address: not applicable

Town: not applicable

Country: Netherlands

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

Please note that EPO's procurement procedures are governed solely by EPO's own procurement rules. The relevant rules are described in the EPO's General Conditions of Tender, which are available at the EPO's website <https://www.epo.org/about-us/tenders/general-conditions.html>.

VI.4.4. Service from which information about the review procedure may be obtained

Official name: Central Procurement

Postal address: European Patent Office

Town: Munich

Postal code: 80298

Country: Germany

VI.5. Date of dispatch of this notice

05/03/2021