

## 261210-2026 - Competition

Netherlands – Internal office mail and messenger services – Logistic Centre Services EPO TH, BPM1967

OJ S 74/2026 16/04/2026

Contract or concession notice – standard regime  
Services

### 1. Buyer

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#### 1.1. Buyer

Official name: European Patent Organisation

Email: [mvdgraaf@epo.org](mailto:mvdgraaf@epo.org)

Legal type of the buyer: International organisation

Activity of the contracting authority: Economic affairs

### 2. Procedure

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#### 2.1. Procedure

Title: Logistic Centre Services EPO TH, BPM1967

Description: The scope of the contract is divided in 6 tasks: 1. Logistic support services 2. Supplies 3. Printing services 4. Mail services 5. Administrative tasks 6. Patent file and document management services

Procedure identifier: 62604403-1365-40c6-8b49-618257b76a0d

Internal identifier: EPO-2026-0003

Type of procedure: Open

The procedure is accelerated: no

##### 2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 64122000 Internal office mail and messenger services

##### 2.1.2. Place of performance

Postal address: Patentlaan 2

Town: Rijswijk

Postcode: NL-2288

Country subdivision (NUTS): Delft en Westland (NL333)

Country: Netherlands

##### 2.1.4. General information

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: 12.06.2026 12:00 Final date for receipt by the EPO of requests for clarification: 18.05.2026 12:00 Questions must be submitted via the Bidding Cockpit.

##### Legal basis:

Directive 2014/24/EU

##### 2.1.6. Grounds for exclusion

Sources of grounds for exclusion: Procurement Document

## 5. Lot

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### 5.1. Lot: LOT-0000

Title: Logistic Centre Services EPO TH, BPM1967

Description: See procurement documents

Internal identifier: LOT-0000

#### 5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 64122000 Internal office mail and messenger services

#### 5.1.3. Estimated duration

Start date: 01/10/2026

Duration end date: 28/12/2031

#### 5.1.6. General information

##### Reserved participation:

Participation is not reserved.

The names and professional qualifications of the staff assigned to perform the contract must be given: Not required

Procurement Project not financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): no

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 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.

#### 5.1.9. Selection criteria

Sources of selection criteria: Procurement Document

#### 5.1.10. Award criteria

##### Criterion:

Type: Quality

Description: Technical

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 60

##### Criterion:

Type: Price

Name: Price

Description: Price

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 40

#### 5.1.11. Procurement documents

Access to certain procurement documents is restricted

Information about restricted documents is available at: [https://epo.ivalua.app/page.aspx/en/rfp/request\\_browse\\_public](https://epo.ivalua.app/page.aspx/en/rfp/request_browse_public)

#### 5.1.12. Terms of procurement

##### Terms of submission:

Electronic submission: Allowed

Address for submission: [https://epo.ivalua.app/page.aspx/en/rfp/request\\_browse\\_public](https://epo.ivalua.app/page.aspx/en/rfp/request_browse_public)

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Variants: Allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of tenders: 12/06/2026 12:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

Duration during which the tender must remain valid: 6 Months

**Terms of contract:**

The execution of the contract must be performed within the framework of sheltered employment programmes: No

Conditions relating to the performance of the contract: 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.

Electronic invoicing: Allowed

Electronic ordering will be used: no

Electronic payment will be used: no

**5.1.15. Techniques**

**Framework agreement:**

No framework agreement

**Information about the dynamic purchasing system:**

No dynamic purchase system

**5.1.16. Further information, mediation and review**

Review organisation: See General Conditions of Tender

Information about review deadlines: 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>.

Organisation providing additional information about the procurement procedure: European Patent Organisation

Organisation providing more information on the review procedures: Procurement and Vendor Management

## 8. Organisations

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**8.1. ORG-7001**

Official name: European Patent Organisation

Registration number: -

Postal address: Patentlaan 2

Town: Rijswijk

Postcode: 2288 EE

Country subdivision (NUTS): Delft en Westland (NL333)

Country: Netherlands

Contact point: Procurement and Vendor Management / M.van der Graaf

Email: [mvdgraaf@epo.org](mailto:mvdgraaf@epo.org)

Telephone: +31 643371145

Buyer profile: <http://www.epo.org/tenders>

**Roles of this organisation:**

Buyer

Organisation providing additional information about the procurement procedure

**8.1. ORG-7004**

Official name: See General Conditions of Tender

Registration number: --

Postal address: not applicable

Town: not applicable

Postcode: --

Country subdivision (NUTS): Delft en Westland (NL333)

Country: Netherlands

Email: [mvdgraaf@epo.org](mailto:mvdgraaf@epo.org)

Telephone: +31 6 43371145

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

**Roles of this organisation:**

Review organisation

**8.1. ORG-7005**

Official name: Procurement and Vendor Management

Registration number: ---

Postal address: European Patent Office

Town: Rijswijk

Postcode: 2288 EE

Country subdivision (NUTS): Delft en Westland (NL333)

Country: Germany

Email: [mvdgraaf@epo.org](mailto:mvdgraaf@epo.org)

Telephone: +31 643371145

**Roles of this organisation:**

Organisation providing more information on the review procedures

## Notice information

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Notice identifier/version: 2df045ba-78ee-44ae-8b18-6bf443acdd32 - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice subtype: 16

Notice dispatch date: 15/04/2026 11:41:38 (UTC+02:00) Eastern European Time, Central European Summer Time

Languages in which this notice is officially available: English, German, French

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