

22/01/2020

Ex ante publicity

Subject: Provision of office supplies and consumables

CEPOL/2020/EAP/001

Description of the services

Subject: Provision of office supplies for CEPOL

CEPOL –The European Union Agency for Law Enforcement Training intends to launch in February 2020 a negotiated procurement procedure to award a single framework service contract for the provision of office supplies and consumables.

Objective of the contract

The objective of the contract is to select a contractor which is able to supply the office supplies and consumables that are needed for the effective and efficient operation of CEPOL at its current and future premises located within Budapest, Hungary. Currently CEPOL is operating in three premises:

- Headquarters, located in Ó utca 27, 1066 Budapest, Hungary
- Project Office, located in Mozsár utca 16, 1066 Budapest, Hungary
- CEPOL Cybercrime Academy, located in Böszörményi út 21, 1126 Budapest, Hungary

However, additional locations in Budapest might become operational throughout the duration of the contract.

The maximum possible duration of the contract is 4 years.

The indicative budget for all costs associated with the performance of the contract is €120,000 (excluding VAT).

Description of the procedure:

This ex ante publicity is the first stage of a negotiated procedure with at least 5 economic operators through which CEPOL may award the above-mentioned contract.¹

- Annual turnover of at least EUR 60,000.-
- Experience and expertise in the following areas:
 - o The tenderer must have a minimum experience of at least 3 years in providing the supplies via a web portal as stated in the Tender Specifications, and their professional capacity shall be appropriate to the required services.

More details with regards to the technical requirements, the selection criteria and the means of proof as well as the award criteria will be provided in the invitation to tender and tender specifications.

¹ This publication is made pursuant to Annex 1, point 3 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, that provides for ex ante publication on the Institutions' websites of contracts with a value up to € 139,000.

All economic operators interested in providing the above services and having the above listed capacities may express their interest by sending an e-mail with the subject **“CEPOL/2020/EAP/001 – Provision of office supplies and consumables”** to tenders@cepol.europa.eu together with their name, address and business details **no later than 07 February 2020**.

This publication has an indicative value and constitutes no obligation for CEPOL.



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