

22/11/2018

Ex-ante publicity notice in negotiated procurement procedure

Subject: "Postal and Courier Services" NP/2018/RMC/9906

Short description

The scope of the framework contract shall be the provision of postal and courier services:

Lot 1 – Postal Services shall include the following:

- Daily (regular and registered) post collection from and post delivery to the premises of the Centre;
- Sending and franking of post on behalf of the Centre;
- "Porto betalt" (also known as postage paid) service;
- Possibility to store post and parcels free of charge during week-ends, official and public holidays of the Centre;
- Parcel service.

Lot 2 – Courier Services shall include the following:

- Delivery of shipments in the most reliable, swift and cost-efficient way, inside and outside Sweden (mainly documents, but as well training material, conference materials such as banners and info stands);
- Return shipments (remote pick up) from events that ECDC participated in.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure below 140,000 Euros with a minimum of 5 candidates, through which ECDC may award the above-mentioned contract.

All economic operators established in the European Union, European Economic Area and Stabilisation and Association Agreements countries who are interested in providing the services described above should express their interest before **7/12/2018, 16h00** (local time Sweden), by e-mail to tenders@ecdc.europa.eu with the **same subject reference** as indicated above.

In their expression of interest interested economic operators should demonstrate their ability to provide the relevant services and provide the following information:

- Name
- Address
- Contact person
- E-mail
- Description of main area of business/expertise (max 500 words)

This information will be taken into account by ECDC in order to identify potential candidates. ECDC may not invite all interested economic operators.

The Request for Offers and related documents will be provided by e-mail only to the identified candidates. Please note that ECDC reserves the right not to launch the negotiated procedure.

For candidates established in the United Kingdom (UK): please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force candidates from the UK could be rejected from the procurement procedure.

Routing slip for Request for Offer				
Subject:				
MIS expense Id:				
ROLE	FUNCTION	NAME	Date	SIGNATURE
Initiate the request for offer	Project Manager Operational Section			
Operational validation	Head of Section Operational Section/Head of DP			
Procurement Verification	Procurement Officer			
Signature	Authorising Officer			
Dispatch to candidates	Project Manager Operational Section			
Filing and archiving	Procurement Assistant	n/a		