



Aanbesteding

PUBLISHED NOTICE

GEOGRAPHICALLY-LIMITED OPEN INVITATION TO TENDER No.2010/0584/Tgr

1. Awarding Authority

The European Patent Organisation (EPO) through the European Patent Office: Headquarters, Erhardtstrasse 27, D-80469 Munich, Postal address: EPO, D-80298 Munich.

The European Patent Organisation is an intergovernmental organisation set up pursuant to the European Patent Convention which entered into force in 1977. At present it has 38 Member States (Albania, Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, San Marino, Republic of Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom). The executive body of the EPO is the European Patent Office which is charged with the searching and examination of European patent applications and the granting of European patents. It employs approximately 6700 staff at EPO headquarters in Munich, a branch at The Hague/Rijswijk (NL) and sub-offices in Berlin and Vienna (the number of Member States and staff members indicated may change).

2. Award Procedure:

Geographically-limited open invitation to tender, with discretionary award of contract.

3. Description of the contract:

(a) Purpose of the contract:

Removal and disposal of waste from the premises of the EPO in Rijswijk.

(b) Division into lots:

Two lots:

- 1) Waste paper;
- 2) Other waste:
 - I Swill/GFT/Fat;
 - II Glass;
 - III House Rubbish;
 - IV Construction Rubble/Bulk Waste
 - V Plastic
 - VI Data tapes
 - VII CD-roms/DVD's

Bids can be done for one of the two lots or for both lots.

(c) Any deposits and guarantees required: Not applicable.

(d) Main terms concerning payment:

Payment within 30 days after delivery of the service.

(e) Qualifications required by law:

Contractor must be registered on the VIHB-list ('Vervoerders, Inzamelaars, Handelaars en Bemiddelaars').

4. Place and period of performance:

(a) Place at which contract is to be performed:

European Patent Office
Branch at The Hague
Various office buildings in Rijswijk, the Netherlands:

- I Main building, Patentlaan 2, 2288 EE Rijswijk
- II Shell building, Patentlaan 3-9, 2288 EE Rijswijk
- III Hinge/Sport centre, Patentlaan 2, 2288 EE Rijswijk
- IV Le Croisé, Verrijn Stuartlaan 2-A, 2288 EL Rijswijk
- V Rijsvoort, Visseringlaan 19-23, 2288 ER Rijswijk

(b) Duration of contract or time limit for delivery or completion of services/work:

Duration of the contract is a 1 year period, starting 1 January 2011. Optional extensions of 1 year each, with a maximum of 4 extensions.

5. Variants:

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

6. Requests for the Procurement Documents and receipt of bids:

(a) Name and address of department from which the Procurement Documents and clarification of the Procurement Documents may be requested:

European Patent Office



Central Procurement The Hague 4.4.4.2 (Log 0584/10/Tgr)

Patentlaan 2, 2288 EE RIJSWIJK

The Netherlands

P.O. Box 5818, 2280 HV RIJSWIJK

Fax N^o +31 70 340 3977

E-Mail: dhtenderclarifications@epo.org

Procurement Documents will be forwarded upon written, faxed or E-Mail request.

- (b) **Final date for receipt by the EPO of requests for the Procurement Documents:**
– 27.10.2010, 12.00 hrs (CET)
- (c) **Final date for receipt by the EPO of requests for clarification:**
– 09.11.2010, 12.00 hrs (CET)
– Questions must be submitted by letter, fax or E-Mail.
- (d) **Final date for receipt of bids/number of copies to be sent:**
– 25.11.2010, 12.00 hrs (CET)
– Bids must be submitted in original.
- (e) **Address to which the requests for clarification and bids must be sent:**
As in point 6(a).
Please submit bids by post only and not by fax or E-Mail. Bids submitted by fax or E-Mail will be excluded.
- (f) **Language or languages in which requests for clarification and bids must be drawn up:**
English
The Procurement Documents will be available in English only.
7. **Legal form of the grouping in the vent of a joint bid:**
If several bidders submit a joint bid, one must be designated as prime contractor responsible for performance of all the obligations under the contract.
8. **Information and evidence concerning the bidder's financial and economic standing and technical and professional competence:**
See Procurement Documents.
9. **Period during which the bidder is bound by his bid:**
Six months following the final date for receipt of bids indicated in point 6 (d).
10. **Criteria for the award of contract:**
The contract shall be awarded to the bidder whose bid is to be preferred having regard to the bidder's:
– experience with similar projects;
– compliance with the provisions of the Procurement Documents;
– organisational ability;
– price in relation to the offered work and services;
– activities of an environmental friendliness and a sustainable way of working are an advantage.
Additionally, the following conditions apply;
– the bidder shall have a fully equipped and permanently occupied office in the Netherlands from where the works and services shall be handled.
– the contract sum shall not exceed 30% of the bidder's annual turnover of the previous 3 years.
11. **Other information**
Contract award is expected to take place in the last quarter of 2010.
A bidder's information meeting will be held at the European Patent Office in Rijswijk. The date and time will be announced in the letter of invitation to tender. It is strongly recommended that bidders attend this information meeting in order to acquaint themselves with the rather specific location and different areas in use.