



Published notice geographically-limited open invitation to tender no. 2010/4011/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.

2. Award procedure:

Geographically-limited open invitation to tender to bidders located in the Netherlands with discretionary award of contract.

3. Description of contract:

(a) Purpose of the contract:

The removal of old floor covering, supply and fitting of new floor covering in the offices and corridors of the European Patent Office in Rijswijk, on an on-call basis. Quantities can differ from 20 m² up to 300 m² per day in and outside EPO office hours.

(b) Division into lots: Not applicable.

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

(d) Main terms concerning payment:

Payments will be made in instalments on the basis of work completed and accepted.

(e) Qualifications required by law:

The bidders shall be familiar with Dutch safety, environmental and waste management regulations and procedures and shall comply with the National Environmental Policy Plan (Nationaal Milieubeleidsplan NMP4).

4. Place and period of performance:

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

European Patent Office
Branch Office in Rijswijk
Patentlaan 2
NL-2288 EE Rijswijk (ZH)

(b) Duration of contract:

12 (twelve) months following the signature of the Contract by both parties. The EPO has an exclusive option to extend the contract by periods of 12 (twelve) months for a maximum of 2 (two) times.

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 Procurements Documents and receipts of bids:

(a) Name and address of dept. from which the Procurement Documents and clarifications of the Procurement Documents may be requested:

European Patent Office
Central Procurement The Hague (#4011/10/Tgr)
Patentlaan 2, NL-2288 EE Rijswijk (ZH)
P.O. Box 5818, 2280 HV Rijswijk (ZH)
Fax N° +31-70-340.3977

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:

19.11. 2010, 12:00 hrs CET.

(c) Final date for receipt by the EPO of requests for clarification:

29.11.2010, 12:00 hrs CET.

Questions must be submitted by letter or fax.

(d) Final date for receipt bids/number of copies to be sent:

16.12.2010, 12:00 hrs CET.



Two copies, in addition to the original bid to be marked as such.

(e) **Address to which the requests for clarification and bids must be sent:**

See point 6(a).

(f) **Language or languages in which requests for clarification and bids must be drawn up:**

English.

The Procurement Documents will only be available in English.

7. **Legal form of the grouping in the event 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 for which the bidder is bound by his bid:**

Six months as from the final date for receipt of bids in point 6(d).

10. **Criteria for award of contract:**

The contract shall be awarded to the bidder whose bid is to be preferred having regard to the bidder's:

- proved experience with similar projects;
 - proved experience with international organisations;
 - proposed project team (e.g. the deployment of subcontractors);
 - compliance with the provisions of the Procurement Documents;
 - organizational ability;
 - presentation of the bid;
 - price in relation to the offered works.
- Additionally, the following conditions apply:
- the contract sum shall not exceed 30% of the annual bidder's turnover of the previous 3 years.

11. **Other information:**

Contract award is expected to take place in the first quarter of 2011.

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.