



PUBLISHED NOTICE No. 2011/0156/Tgr Provision of on-site removal and associated services

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 to bidders located in the Netherlands.

3. Description of the contract:

(a) Purpose of the contract:

Provision of on-site removal and associated services

(b) Division into lots: Not applicable.

(c) Any deposits and guarantees required:

Not applicable

(d) Main terms concerning payment:

Within 30 days of receipt of the invoice.

(e) Qualifications required by law:

Not applicable.

4. Place and period of performance:

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

The premises of the European Patent Office at Rijswijk (ZH), the Netherlands.

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

Duration of the contract is 1 year starting upon signature by both parties with 4 optional extensions of 1 year each.

5. Variants: Not permitted.

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 D4.8 (#0156/11/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

E-Mail: dhtenderclarifications@epo.org

(b) Final date for receipt by the EPO of requests for the Procurement Documents:

– 27.04.2011, 12.00 hrs (CET)

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

– 10.05.2011, 16.00 hrs (CET)

– Questions must be submitted by letter or fax.

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

– 26.05.2011, 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:

As in point 6(a).

(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.



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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. Please note that, as a minimum requirement, the contract sum may not exceed 20% of the annual bidder's turnover of the previous 3 years.
EMAS or ISO certification would be an advantage.
 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:**
 - Price;
 - Technical quality of the bid, including proposed working methods, proposed organisation of the services and offered employees & services;
 - Compliance with the provisions of the Procurement Documents;
 - References to be provided
 11. **Other information:**
A site visit will be held at the European Patent Office in Rijswijk. The date and time of the site visit will be announced in the letter of invitation to tender.
Attendance of this site visit is highly recommended due to the complexity of the work site, distances between work locations and the diversity of buildings, offices and corridors.
Contract award is expected to take place in the second half of the year 2011.