

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:257978-2012:TEXT:EN:HTML>

**SI-Ljubljana: supply of office stationery and office material  
for the Agency for the Cooperation of Energy Regulators  
2012/S 155-257978**

**Contract notice**

**Supplies**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

Agency for the Cooperation of Energy Regulators

Trg republike 3

Contact point(s): Mateja Vavtar

SI-1000 Ljubljana

SLOVENIA

Telephone: +386 82053400

E-mail: [acer-op-admin-17-2012@acer.europa.eu](mailto:acer-op-admin-17-2012@acer.europa.eu)

Fax: +386 82053413

**Internet address(es):**

General address of the contracting authority: <http://www.acer.europa.eu/>

Electronic access to information: [http://www.acer.europa.eu/The\\_agency/Public\\_Procurement/Pages/Open-calls.aspx](http://www.acer.europa.eu/The_agency/Public_Procurement/Pages/Open-calls.aspx)

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

**I.2) Type of the contracting authority**

European institution/agency or international organisation

**I.3) Main activity**

General public services

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

Supply of office stationery and office material for the Agency for the Cooperation of Energy Regulators.

**II.1.2) Type of contract and location of works, place of delivery or of performance**

Supplies

Purchase

Main site or location of works, place of delivery or of performance: Agency's premises, Ljubljana, Slovenia.

NUTS code SI021

- II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**  
The notice involves the establishment of a framework agreement
- II.1.4) **Information on framework agreement**  
Framework agreement with a single operator  
**Duration of the framework agreement**  
Duration in years: 4  
**Estimated total value of purchases for the entire duration of the framework agreement**  
Estimated value excluding VAT:  
Range: between 0,01 and 120 000 EUR
- II.1.5) **Short description of the contract or purchase(s)**  
Provision of office stationery and office material for the Agency's premises in Ljubljana, Slovenia. The Agency needs to provide its staff, in the interest of the service, with office stationery and office material of a high quality and adapted to its needs and working conditions.
- II.1.6) **Common procurement vocabulary (CPV)**  
30192000, 30191000, 30197000, 30199000, 30141000
- II.1.7) **Information about Government Procurement Agreement (GPA)**  
The contract is covered by the Government Procurement Agreement (GPA): no
- II.1.8) **Lots**  
This contract is divided into lots: no
- II.1.9) **Information about variants**  
Variants will be accepted: no
- II.2) **Quantity or scope of the contract**
- II.2.1) **Total quantity or scope:**  
For information only and without commitment on the volume of the orders, the estimated budget for each year is 30 000 EUR. The framework contract will be concluded for a period of 12 months and may be renewed 3 times, each time for a period of 12 months (maximum duration of 4 years).
- II.2.2) **Information about options**  
Options: no
- II.2.3) **Information about renewals**  
This contract is subject to renewal: yes  
Number of possible renewals: 3  
In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:  
in months: 12 (from the award of the contract)
- II.3) **Duration of the contract or time limit for completion**
- Section III: Legal, economic, financial and technical information**
- III.1) **Conditions relating to the contract**
- III.1.1) **Deposits and guarantees required:**
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**  
As described in the tender specifications and their annexes.
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**  
As described in the tender specifications and their annexes.

- III.1.4) **Other particular conditions**  
The performance of the contract is subject to particular conditions: no
- III.2) **Conditions for participation**
- III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**  
Information and formalities necessary for evaluating if the requirements are met: As described in the tender specifications and their annexes.
- III.2.2) **Economic and financial ability**  
Information and formalities necessary for evaluating if the requirements are met: As described in the tender specifications and their annexes.
- III.2.3) **Technical capacity**  
Information and formalities necessary for evaluating if the requirements are met:  
As described in the tender specifications and their annexes.
- III.2.4) **Information about reserved contracts**
- III.3) **Conditions specific to services contracts**
- III.3.1) **Information about a particular profession**
- III.3.2) **Staff responsible for the execution of the service**

**Section IV: Procedure**

- IV.1) **Type of procedure**
- IV.1.1) **Type of procedure**  
Open
- IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**
- IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**
- IV.2) **Award criteria**
- IV.2.1) **Award criteria**  
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document
- IV.2.2) **Information about electronic auction**  
An electronic auction will be used: no
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**  
ACER/OP/ADMIN/17/2012.
- IV.3.2) **Previous publication(s) concerning the same contract**  
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**
- IV.3.4) **Time limit for receipt of tenders or requests to participate**  
4.10.2012 - 16:00
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**  
Any EU official language
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening tenders**

Date: 16.10.2012

Place:

Agency for the Cooperation of Energy Regulators, Trg republike 3/II. floor, SI-1000 Ljubljana, SLOVENIA.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Tenderers wishing to attend the opening session must send an e-mail to [acer-op-admin-17-2012@acer.europa.eu](mailto:acer-op-admin-17-2012@acer.europa.eu) at least 48 hours before the day of opening, quoting the reference number of this tender.

A maximum of 1 representative per tenderer may attend the opening session and their participation will be restricted to an observer role.

This representative should give evidence of his legal capacity for attending the opening session (legal representative of the company or person having delegation of power).

**Section VI: Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: no

**VI.2) Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

**VI.3) Additional information**

Tender documents will be made available within 3 calendar days of the publication of the contract notice on the Agency's website at the following address: [http://www.acer.europa.eu/The\\_agency/Public\\_Procurement/Pages/Open-calls.aspx](http://www.acer.europa.eu/The_agency/Public_Procurement/Pages/Open-calls.aspx)

Tenderers can download the tender documents and eventually any additional documents and information from this website. The site will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

**VI.4) Procedures for appeal**

**VI.4.1) Body responsible for appeal procedures**

General Court of the European Union

boulevard Konrad Adenauer

2925 Luxembourg

LUXEMBOURG

E-mail: [cfi.registry@curia.europa.eu](mailto:cfi.registry@curia.europa.eu)

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

Fax: +352 4303-2100

**VI.4.2) Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

**VI.4.3) Service from which information about the lodging of appeals may be obtained**

**VI.5) Date of dispatch of this notice:**

3.8.2012