



EUROPEAN UNION  
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## CONTRACT NOTICE

### SECTION I: CONTRACTING AUTHORITY

#### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Official name: <b>Department of the Environment</b>		
Postal address:		
Town: <b>Bonn</b>	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-mail:	Fax:	
Internet address(es) (if applicable) General address of the contracting authority (URL):  Address of the buyer profile (URL):		

Further information can be obtained at:	<input type="checkbox"/> As in abovementioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.I</i>
Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:	<input type="checkbox"/> As in abovementioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.II</i>
Tenders or requests to participate must be sent to:	<input type="checkbox"/> As in abovementioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.III</i>

#### I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

<input checked="" type="checkbox"/> Ministry or any other national or federal authority, including their regional or local sub-divisions <input type="checkbox"/> National or federal agency/office <input type="checkbox"/> Regional or local authority <input type="checkbox"/> Regional or local agency/office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European institution/agency or international organisation <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public order and safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and financial affairs <input type="checkbox"/> Health <input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other (please specify): _____
The contracting authority is purchasing on behalf of other contracting authorities	
yes <input type="checkbox"/> no <input type="checkbox"/>	

## SECTION II: OBJECT OF THE CONTRACT

### II.1) DESCRIPTION

<b>II.1.1) Title attributed to the contract by the contracting authority</b> <u>Transport</u>		
<b>II.1.2) Type of contract and location of works, place of delivery or of performance</b> <i>(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))</i>		
<b>(a) Works</b> <input type="checkbox"/>	<b>(b) Supplies</b> <input type="checkbox"/>	<b>(c) Services</b> <input checked="" type="checkbox"/>
Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities <input type="checkbox"/>	Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these <input type="checkbox"/>	Service category: No <input type="checkbox"/> <input type="checkbox"/> <i>(For service categories 1-27, please see Annex II to Directive 2004/18/EC)</i>
Main site or location of works _____ _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Main place of delivery _____ _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Main place of performance <u>Bonn</u> _____ _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>II.1.3) The notice involves</b>		
A public contract <input checked="" type="checkbox"/> The setting up of a dynamic purchasing system (DPS) <input type="checkbox"/> The establishment of a framework agreement <input type="checkbox"/>		
<b>II.1.4) Information on framework agreement (if applicable)</b>		
Framework agreement with several operators <input type="checkbox"/> Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or, if applicable, maximum number of participants to the framework agreement envisaged <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Framework agreement with a single operator <input type="checkbox"/>
Duration of the framework agreement: Duration in year(s): <input type="checkbox"/> <input type="checkbox"/> or month(s): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Justification for a framework agreement the duration of which exceeds four years: _____ _____ _____		

Estimated total value of purchases for the entire duration of the framework agreement (if applicable; give figures only):

Estimated value excluding VAT: \_\_\_\_\_ Currency: \_\_\_\_\_

or range: between \_\_\_\_\_ and \_\_\_\_\_ Currency: \_\_\_\_\_

Frequency and value of the contracts to be awarded (if known): \_\_\_\_\_

**II.1.5) Short description of the contract or purchase(s)**

*Relocation of office equipment*

**II.1.6) Common procurement vocabulary (CPV)**

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	□□.□□.□□.□□-□	□□□□-□ □□□□-□
Additional object(s)	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□

**II.1.7) Contract covered by the Government Procurement Agreement (GPA)** yes  no

**II.1.8) Division into lots (for information about lots, use Annex B as many times as there are lots)** yes  no

If yes, tenders should be submitted for (tick one box only):

one lot only  one or more lots  all lots

**II.1.9) Variants will be accepted** yes  no

**II. 2) QUANTITY OR SCOPE OF THE CONTRACT**

**II.2.1) Total quantity or scope (including all lots and options, if applicable)**

*Loading, transport and rearrangement of 180 offices over a distance of 10 km*

If applicable, estimated value excluding VAT (give figures only): \_\_\_\_\_ Currency: \_\_\_\_\_

or range: between \_\_\_\_\_ and \_\_\_\_\_ Currency: \_\_\_\_\_

II.2.2) Options (if applicable)

yes  no

If yes, description of these options: transport and arrangement of canteen equipment (to be procured by public authority)

If known, provisional timetable for recourse to these options:

in months:   or days:     (from the award of the contract)

Number of possible renewals (if any):    or Range: between    and

If known, in the case of renewable supplies or service contracts, estimated time-frame for subsequent contracts:

in months:   or days:     (from the award of the contract)

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION

Duration in months:   or days:     (from the award of the contract)

or starting   /   /     (dd/mm/yyyy)

completion   /   /     (dd/mm/yyyy)

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

**III.1) CONDITIONS RELATING TO THE CONTRACT**

<b>III.1.1) Deposits and guarantees required (if applicable)</b> <hr/> <hr/>	
<b>III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them</b> <hr/> <hr/>	
<b>III.1.3) Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded (if applicable)</b> <hr/> <hr/>	
<b>III.1.4) Other particular conditions to which the performance of the contract is subject (if applicable)</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, description of particular conditions <hr/> <hr/> <hr/> <hr/>	

**III.2) CONDITIONS FOR PARTICIPATION**

<b>III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers</b>
Information and formalities necessary for evaluating if requirements are met: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<b>III.2.2) Economic and financial capacity</b>	
Information and formalities necessary for evaluating if requirements are met:	Minimum level(s) of standards possibly required (if applicable):
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<b>III.2.3) Technical capacity</b>	
Information and formalities necessary for evaluating if requirements are met:	Minimum level(s) of standards possibly required (if applicable):
local settlement of the company in Bonn or neighborhood (up to 50 km)	_____
_____	_____
_____	_____
_____	_____

<b>III.2.4) Reserved contracts (if applicable)</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
The contract is restricted to sheltered workshops	<input type="checkbox"/>
The execution of the contract is restricted to the framework of sheltered employment programmes	<input type="checkbox"/>

**III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

<b>III.3.1) Execution of the service is reserved to a particular profession</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, reference to the relevant law, regulation or administrative provision:	
_____	
_____	

<b>III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
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**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

<b>IV.1.1) Type of procedure</b>	
<b>Open</b>	<input type="checkbox"/>
<b>Restricted</b>	<input type="checkbox"/>
<b>Accelerated restricted</b>	<input type="checkbox"/> Justification for the choice of accelerated procedure: _____
<b>Negotiated</b>	<input checked="" type="checkbox"/> Candidates have already been selected <span style="float: right;">yes <input checked="" type="checkbox"/> no <input type="checkbox"/></span> <i>If yes, provide names and addresses of economic operators already selected under Section VI.3) Additional Information</i>
<b>Accelerated negotiated</b>	<input checked="" type="checkbox"/> Justification for the choice of accelerated procedure: _____
<b>Competitive dialogue</b>	<input type="checkbox"/>
<b>IV.1.2) Limitations on the number of operators who will be invited to tender or to participate</b> <i>(restricted and negotiated procedures, competitive dialogue)</i>	
Envisaged number of operators <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
or envisaged minimum number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> and, if applicable, maximum number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Objective criteria for choosing the limited number of candidates: _____ _____ _____ _____	
<b>IV.1.3) Reduction of the number of operators during the negotiation or dialogue</b> <i>(negotiated procedure, competitive dialogue)</i>	
Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>	

**IV. 2) AWARD CRITERIA**

**IV.2.1) Award criteria** *(please tick the relevant box(es))*

Lowest price

or

the most economically advantageous tender in terms of

the criteria stated below *(the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)*

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____	10. _____	_____

**IV.2.2) An electronic auction will be used** yes  no

If yes, additional information about electronic auction *(if appropriate)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) File reference number attributed by the contracting authority** *(if applicable)*

\_\_\_\_\_

**IV.3.2) Previous publication(s) concerning the same contract** yes  no

If yes,

Prior information notice  Notice on a buyer profile

Notice number in OJ: /S- of / /  *(dd/mm/yyyy)*

Other previous publications *(if applicable)*

Notice number in OJ: /S- of / /  *(dd/mm/yyyy)*

Notice number in OJ: /S- of / /  *(dd/mm/yyyy)*



**IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)**

Time-limit for receipt of requests for documents or for accessing documents

Date: / /  (dd/mm/yyyy)

Time: \_\_\_\_\_

Payable documents

yes  no

If yes, price (give figures only): \_\_\_\_\_ Currency: \_\_\_\_\_

Terms and method of payment: \_\_\_\_\_

**IV.3.4) Time-limit for receipt of tenders or requests to participate**

Date: 5/ 11/ 20 10 (dd/mm/yyyy)

Time: \_\_\_\_\_

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (if known) (in the case of restricted and negotiated procedures, and competitive dialogue)**

Date: 5/ 10/ 20 10 (dd/mm/yyyy)

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up**

ES CS DA DE ET EL EN FR IT LV LT HU MT NL PL PT SK SL FI SV

Other: \_\_\_\_\_

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)**

Until: / /  (dd/mm/yyyy)

or duration in month(s):  or days:  (from the date stated for receipt of tender)

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

Date: / /  (dd/mm/yyyy)

Time: \_\_\_\_\_

Place (if applicable): \_\_\_\_\_

Persons authorised to be present at the opening of tenders (if applicable) yes  no

**SECTION VI: COMPLEMENTARY INFORMATION**

<b>VI.1) THIS IS A RECURRENT PROCUREMENT</b> <i>(if applicable)</i> <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>		
If yes, estimated timing for further notices to be published: _____		
<b>VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY COMMUNITY FUNDS</b> <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>		
If yes, reference to project(s) and/or programme(s): _____ _____ _____		
<b>VI.3) ADDITIONAL INFORMATION</b> <i>(if applicable)</i>		
1. Company A, Bonn		
2. Company B, Cologne		
3. Company C, Bonn		
<b>VI.4) PROCEDURES FOR APPEAL</b>		
<b>VI.4.1) Body responsible for appeal procedures</b>		
Official name: _____		
Postal address: _____		
Town: _____	Postal code: _____	Country: _____
E-mail: _____	Telephone: _____	
Internet address (URL): _____	Fax: _____	
<b>Body responsible for mediation procedures</b> <i>(if applicable)</i>		
Official name: _____		
Postal address: _____		
Town: _____	Postal code: _____	Country: _____
E-mail: _____	Telephone: _____	
Internet address (URL): _____	Fax: _____	
<b>VI.4.2) Lodging of appeals</b> <i>(please fill heading VI.4.2 OR if need be, heading VI.4.3)</i>		
Precise information on deadline(s) for lodging appeals: _____ _____ _____		
<b>VI.4.3) Service from which information about the lodging of appeals may be obtained</b>		
Official name: _____		
Postal address: _____		
Town: _____	Postal code: _____	Country: _____
E-mail: _____	Telephone: _____	
Internet address (URL): _____	Fax: _____	
<b>VI.5) DATE OF DISPATCH OF THIS NOTICE:</b> <span style="float: right;"> <input type="checkbox"/><input type="checkbox"/>/                     <input type="checkbox"/><input type="checkbox"/>/                     <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>                     (dd/mm/yyyy)                 </span>		