

EX ANTE PUBLICITY FOR NEGOTIATED PROCEDURE FOR LOW VALUE CONTRACTS

Promotional material for the European Public Prosecutor's Office (EPPO)

EPPO/2021/83

1. Contracting Authority

European Public Prosecutor's Office (EPPO)
11 Avenue John F. Kennedy
1855 Luxembourg

2. Negotiated procedure for low value contract

Expressions of interest should be submitted in one of the official languages of the European Union by electronic means at the following address: EPPO-Procurement@epo.europa.eu

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

3. Information and documents to be provided

Interested parties should provide their full contact details.

4. General description of the procedure

Interested parties are invited to submit an expression of interest in accordance with the rules set out in this notice.

The contracting authority will invite all economic operators who have expressed their interest to submit a tender and will send them the tender specifications relating to the contract in question.

5. Protection of personal data

Any personal data collected and provided by you in this process (such as your name, address, details in your CV if applicable, etc.), will be processed in accordance with Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The purpose of the processing is indicated above in point 4. At various stages in the process parts of your personal data may be searched against the Early Detection and Exclusion System (EDES) of the Commission, or other databases, for the prevention of fraud in line with the legal and financial framework's requirements. Your data will be kept in line with the audit requirements applicable to the EPPO for a period of 5 years following the financial discharge for the financial year in which the last payment under the procedure in question was made. There are no foreseen transfers of your personal data to other parties, beyond their potential publication under point 10



below, and the Commission for the purposes of fraud prevention. The controller is listed under point 1 above, and you may address the controller, or directly the EPPO-DPO (eppo-dpo@eppo.europa.eu) for any questions, or to exercise of any of your rights as regards your personal data. You may also submit a complaint to the European Data Protection Supervisor at edps@edps.europa.eu.

Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the negotiated procedure by the Administrative Director of the EPPO.

Your personal data may be registered in the Early Detection and Exclusion System (EDES), should you be in one of the situations mentioned in Article 136 of the Financial Regulation (regulation EU/EURATOM 2018/1046 of 18 July 2018).

6. Use of the list resulting from this notice

The list resulting from this ex ante publicity will be used exclusively for selection of the candidates to be invited in a negotiated procedure for low value contracts.

7. Full description of the fields covered by the call of expression of interest

The EPPO, as a new EU body, is developing its visual identity and branding and that includes a series of promotional items for EPPO staff members to use when representing the organisation. These items should be customisable, sustainable, shipped and packaged in a safe way and delivered to Luxembourg. For higher-spec items, individual (per item) packaging should be possible.

Some of the items potentially included in this procedure are:

- Lanyards
- Retractable badge-holders
- Pens (normal)
- Pens (higher-spec, for gifts)
- Mugs
- Espresso cups and saucers

The maximum budget in a possible tender following this call is EUR 60 000.00.

8. Place of delivery

European Public Prosecutor's Office
11 Avenue John F. Kennedy
1855 Luxembourg

9. Deadline for expressions of interest

The interested economic operators should express their interest at the latest before 31/08/2021, 2:00 pm (14h00) CET Luxembourg time, by e-mail to EPPO-Procurement@eppo.europa.eu clearly indicating reference "EPPO/2021/83 – Tender" in the e-mail subject.

10. Ex-post transparency

Details on the contractors who have concluded a contract of more than EUR 15 000.00 awarded following the procedure set out at point 4 shall be published on the website of the contracting authority no later than 30 June of the year following contract award.

These details include name, locality (address for legal persons and region of origin for natural persons), amount, and subject of the contract. For natural persons, the information shall be removed two years after the year of contract award.