

EX ANTE PUBLICITY (POINT 3 OF ANNEX I OF GFR):

**NEGOTIATED PROCEDURE TO BE LAUNCHED BY FUSION FOR ENERGY
FOR A VALUE BETWEEN EUR 15 000 AND EUR 143 000**

Procedure reference:	F4E-AFC-1734
Title of the procedure:	Provision of Office Supplies and Consumables
Scope of the procurement:	The scope of the contract includes, among others: <ul style="list-style-type: none"> - Supply of office material and other catalogue consumables. - Supply of office material and other non-catalogue consumables. - Supply of office equipment. - Supply of material with F4E logo (envelopes, business cards, personalised PVC cards, promotional material, etc.). - Management of orders for office material or other consumables. - Distribution of material. - Management of the office supplies warehouse. - Implementation of a computerised order management system.
Budget:	The maximum ceiling amount for this Contract is 140 KEUR
Activity code or CPV:	30192000 Office supplies, 30197000 small office equipment, 30197643 paper.
Technical documents for information:	The tender documents will be sent to pre-selected candidates and all the interested candidates who have expressed their interest.
Minimum number of Candidates to be invited	A minimum of 5 candidates will be invited to submit a proposal. Only candidates from F4E Member States ¹ will be invited.
Exclusion criteria:	The exclusion criteria are listed under Art. 136 of the REGULATION (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union, https://industryportal.f4e.europa.eu/IP_PAGES/keyreference.aspx
Indicative selection criteria (only the final selection criteria indicated in the Invitation to tender will be taken into account for the selection of successful tenderers):	Successful candidates shall: <ol style="list-style-type: none"> 1) have an average consolidated turnover for the last 2 (two) financial years equal or larger than EUR 70 000 (seventy thousand); 2) have valid environmental and quality certifications or equivalent; 3) 3 years previous experience in contracts with similar scope;

¹ The F4E Member States are the EU Member States

	4) at least 2 staff members (Contract Manager and Back-Up to Contract Manager) with language knowledge of Spanish and/or English.
Indicative schedule for the procedure:	<ul style="list-style-type: none"> - Indicative date to launch the call: November 2024 - Indicative date for contract signature: December 2024
Procurement documents:	The set of tender documents will be sent to the interested candidates who have shown interest and provided the below information within the deadline.
Deadline to submit interest to participate:	11th October 2024
Questions and answers:	Questions concerning the submission of an interest to participate shall be sent by email: tenders-adm@f4e.europa.eu
Submission of your interest to participate:	<p>Please send an e-mail to the following address: tenders-adm@f4e.europa.eu expressing interest to participate and including the following information as a minimum:</p> <ul style="list-style-type: none"> - The name and registered address of your company, - the details of the contact person(s), - brief description of the experience of your company related to the mentioned scope and indicative selection criteria.