

**Title:** Provision of moving services to the European Environment Agency

**Reference:** Negotiated procedure EEA/ADS/21/007

The European Environment Agency (EEA) seeks to establish a framework service contract with a service provider to ensure professional moving services, in particular internal moves, scheduled and ad-hoc, as well as temporary storage and transport to and from its premises, depending on its needs.

**Type of contract:**

Framework service contract for a total duration of up to 48 months as from the date of signature, with an initial duration of 24 months and possibility of up to two renewals of 12 months each.

**Estimated value:**

EUR 60,000.00 excluding VAT, covering all moving services and related costs over a maximum period of 48 months.

**Place of delivery or of performance:**

At the Agency's premises, located at Kongens Nytorv 6 & 8, 1050 Copenhagen K, Denmark. Facilities for storage of EEA items shall be available within the Greater Copenhagen area.

**Description of the services to be procured:**

The successful tenderer is expected to use its professional experience to deliver best value for money with regard to the required moving services.

The future contractor is expected to provide the following services (the list is merely indicative and not exhaustive):

- Internal moves, scheduled and/or ad-hoc
- Transport and storage of office furniture and other equipment up to 100 m<sup>2</sup>
- Transport of various items for disposal/destruction
- Delivery and distribution of moving boxes, packing materials, containers, move stickers, etc.
- Delivery of all required transport materials, including cranes/elevators where appropriate
- Packing/wrapping of items to be stored
- Dismantling of furniture as required
- Unloading, unpacking, reassembling, and positioning of furniture when moved between the storage facility and the EEA or within the EEAs' premises
- Provision and installation of interior protection for elevators, doors, walls and floors when performing moves. The future contractor is solely responsible for any damages resulting from poor or inadequate wall and floor protection as well as damage caused by installation, use or removal of said protection
- Debris removal and basic cleaning
- Real time inventory and update after each change in the stored furniture

**Scheduled starting date of contract (indicative):**

15 May 2021

**Registration of interest:**

Interested candidates shall register their interest **by email** to [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) by **9 March 2021** at the latest, quoting the title and reference No of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)
- Contact person
- E-mail
- Description of main area of business / expertise (max. 500 words)

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with the rules set in Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data <sup>(1)</sup>. For more information on the processing of tenderers' personal data, please refer to the privacy statement on the EEA website <https://www.eea.europa.eu/about-us/tenders>.

**Description of the tendering procedure:**

On the basis of the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least three candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tender submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be required to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to tenders to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.

---

<sup>(1)</sup> OJ L 295 of 21.11.2018 page 39.