

Call for expressions of interest

EBA/2024/CEI/0002

Donation of decommissioned EBA's ICT assets

1. Entity responsible for the procedure

The EBA was established by Regulation (EC) No. 1093/2010 of the European Parliament and of the Council of 24 November 2010. The EBA came into being on 1 January 2011 as part of the European System of Financial Supervision (ESFS). The legal basis of the EBA can be found in the [EBA regulation](#). All EBA publications are available electronically on the EBA website and are free-of-charge.

The EBA is a specialised Authority of the European Union that works to ensure effective and consistent prudential regulation and supervision across the European banking sector. Its overall objectives are to maintain financial stability in the EU and to safeguard the integrity, efficiency, and orderly functioning of the banking sector. The main task of the EBA is to contribute to the creation of the European Single Rulebook in banking whose objective is to provide a single set of harmonised prudential rules for financial institutions throughout the EU.

EBA website: [European Banking Authority | \(europa.eu\)](https://www.eba.europa.eu)

The EBA, as an EMAS registered organisation, is committed to continuously improving its environmental performance and reducing its carbon footprint. For more information, please refer to <https://www.eba.europa.eu/about-us/sustainable-eba>.

The EBA currently has around 270 staff and the official working language is English.

Postal address:

Tour Europlaza
20 Avenue André Prothin
CS 30154 92927 Paris La Défense CEDEX
France

Physical address:

Tour Europlaza
20 Avenue André Prothin
92400 Courbevoie
France

The Tour Europlaza, where the EBA premises are located, imposes some pick-up and delivery restrictions.

In order for the delivery to be done optimally, please respect the following instructions:

- All vehicles must be less than 2.90 m in height to park on the delivery dock, located in the EUROPLAZA basement.
- For large deliveries, you can park in front of the tower in a short time, with an electric pallet jack imperative transport material via the ramp.
- For pallets, make sure they fit into the freight elevator at -1 which has the following dimensions: 2.25m * 1.3m * 2.15m.
- Please note that we accept deliveries and pickups during the week between 9 a.m. and 5 p.m.
- When the delivery person arrives on site, please contact the EBA reception on 01 86 52 70 00.

2. Type of notice

This call for expressions of interest for donation falls outside the scope of public procurement rules. The procedure will, however, comply with the general procurement principles of transparency, proportionality, equal treatment, non-discrimination and sound financial management.

3. Description of the subject matter of the call for expressions of interest

3.1 The aim of this call for expressions of interest is to compile a list of pre-selected candidates, according to the criteria set out in point 9.3 below, for the donation of ICT equipment no longer used by the EBA.

3.2 A donation agreement will be signed with the selected candidate(s). See template in Annex 3.

3.3 The equipment consists of 120 laptop computers and 336 desk phones.

3.4 The laptops are fully functional but have been wiped, i.e. there is no operating system and no other software. Out of 120 laptops, 18 have a warped chassis, due heat expansion of the batteries. In the latter cases, the battery will have to be replaced. Due to this warped chassis, several of them also have cracked track pads. One laptop has no battery. They are provided with 99 power adaptors, 49 docking stations and 46 power adaptors for the docking stations.

3.5 The laptop model is the HP EliteBook 820 Generation 3, i7 CPU, 8 GB RAM, 256 GB SSD, 12.5" SVA screen ([Caractéristiques de l'ordinateur portable HP EliteBook 820 G3 | Assistance HP®](#)). They were all purchased between 2016 and 2018.

3.6 The desk telephones are fully functional but some of them are not supported by Cisco anymore, and the models are:

- 235 x Cisco 7945 (model retired), [data sheet](#)
- 14 x Cisco 8961 (model retired), [data sheet](#)
- 14 x Cisco 9951 (model retired), no data sheet available
- 50 x Cisco 8841 [data sheet](#)
- 23 x Cisco 8831 conference phone, [data sheet](#)

They are provided without telephone cables.

3.7 The equipment will be transferred, free of charge, under the following conditions:

- a. The recipient undertakes to collect from the EBA's premises, under its own responsibility, the number of items indicated in its expression of interest. Please note that the equipment is not packaged, so the recipient will have to bring boxes or containers. The equipment will be transferred as is, without warranties of any kind.
- b. The recipient undertakes to fully comply with all applicable environmental protection regulations, including (where applicable) during the equipment's dismantling, and to cover any related costs incurred.

4. General description of the procedure

4.1 The EBA will draw up two sub-lists of pre-selected candidates: one list for laptops and one for the desk telephones. These lists will contain the names of the interested organisations that meet the criteria set out at point 9.3.

4.2 Candidates may express their interest to be included in only one of the two or in both lists by email to tenders@eba.europa.eu.

4.3 The two lists will be kept for the period for which the call of expressions of interests is open, i.e. 48 months from the moment when the notice is published in the Official Journal of the EU.

4.4 Any interested organisations may send an expression of interest to be included in the list until three months prior to the end of the call for expressions of interest.

4.5 The lists will be reviewed to include any new candidates that meet the criteria set out at point 9.3.

4.6 The selected candidates will be contacted for specific donations and be requested to confirm their interest in writing. All details of the donation and the donation agreement will be concluded at this stage.

4.7 If new decommissioned assets become available, this CEI and the notice will be amended to add new assets. After a leaving a period of at least 45 days after the amendment, the EBA will request the selected candidates in the relevant lists to confirm their interest in writing and will conclude the donation.

4.8 The EBA will discretionally donate the equipment to the candidates according to chronological order of receipt, based on:

- a. their motivation,
- b. the description of the use to be given to the items donated,
- c. the volume of items requested,
- d. their ability to smoothly collect them, and
- e. the candidates' previous experience and environmental policies (if any).

4.9 Of their interest in the specific equipment, taking into account the volume of items the candidate(s) will be able to collect at once, provided the candidate(s) still meet the conditions set out at point 9.3 of this notice. The EBA reserves the right to donate the equipment to more than one candidate.

4.10 The chosen candidate(s) will be contacted, and they must be able to pick up the equipment in a specific time limit which will be indicated by the EBA. In case the equipment is not collected by the selected candidate(s) within the allocated time limit, the EBA will contact other candidate(s) in the relevant sub-list(s).

5. Information and documents to be provided

5.1 Candidates are invited to **submit an expression of interest in accordance with the rules set out in this notice by email to tenders@eba.europa.eu**. If they have requests for clarifications or additional information, they can ask by email sent to that same email address.

5.2 Candidates' expressions of interest must contain:

1. A **motivation letter** (no more than four pages), stating the name and contact details of the responsible person for the expression of interest and signed by the candidate's authorised representative.

This letter must include:

- (a) a presentation of the organisation they represent, including information about the field it is operating in;
 - (b) a description of its experience receiving and using donations of decommissioned ICT equipment, and whether or not it has an environmental policy in place;
 - (c) the items it is interested in (laptops or desk telephones) and the volume of items it is interested in;
 - (d) the motivation to obtain the items, and the use that will be given to them donated or explain the project for which the items will be used;
 - (e) how, when and in which quantities will the items be collected from EBA's premises;
 - (f) how the items will be recycled at the end of their life span, if the project is to keep and use them.
2. An **application form** (see Annex 1).
 3. The **declaration on honour** (see Annex 2) confirming that the candidate is not in any of the exclusion situations (see point 9.2), duly signed and dated by an authorised representative. In case of doubt, candidates may be requested to provide supporting evidence of non-exclusion criteria.

The documents must be submitted in English or French and must all be signed. Electronic signature is acceptable.

6. Collection site and conditions

The items will be donated under the following conditions:

1. The items are to be collected from the EBA building, located at the address indicated below;
2. The candidates will collect the items using their own resources and staff and under their responsibility;
3. The items will be picked up in their present condition, which is reusable or recyclable. The items are not packaged.
4. The items will not be donated to candidates planning to ship them outside the territory of the European Union.

Where a third party is to pick up the equipment, the applicant shall notify the ECA of the name and details of the person(s) or organisation(s) picking up the equipment, specifying the date and time of pick up. Equipment will only be released upon signature and verification of documents.

7. Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid for four years from the dispatch of this notice.

Interested organisations may submit an application at any time prior to the last 3 months of validity of the list.

8. Protection of personal data

Processing of personal data by the EBA

If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address), such data will be processed pursuant to Regulation (EU) 2018/1725 of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the call for tenders by the European Banking Authority acting as data controller. Details concerning the processing of personal data are available in the privacy statement at: [Data Privacy Notice - Procurement and Selection of experts at the EBA.pdf \(europa.eu\)](#).

This is the privacy notice governing the use of EBA's website: [Privacy notice | European Banking Authority \(europa.eu\)](#).

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at tenders@eba.europa.eu by explicitly specifying your request.

The tenderer's personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 136 of the Financial Regulation¹.

For more information, see the privacy statement:

https://commission.europa.eu/strategy-and-policy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en

Processing of personal data by the Recipient

The candidates or recipients will not process any personal data from EBA staff in relation to this Call for expressions of interest and the subsequent donation.

¹ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

9. Conditions for participation

9.1 Legal status

Candidates must be one of the following:

- charitable or humanitarian organizations,
- social, educational, or community well-being organisations,
- governmental, regional or local bodies,
- any other non-profit organisations,

established in the territory of a member state of the European Union.

Groupings of such associations may apply. In this case, the name of the body authorised to submit an application on behalf of the grouping and the person responsible shall be specified.

9.2 Exclusion criteria: to be eligible to participate in this call for expression of interest, candidates must not be in any of the exclusion situations referred to in Articles 136 to 141 of the Financial Rules applicable to the general budget of the European Union¹. Candidates found to be in an exclusion situation will be rejected.

As evidence of non-exclusion, each candidate shall submit a declaration on honour (see Annex 1).

9.3 Selection criteria: the selection of registered candidates to whom a donation agreement will be offered will be at the EBA's discretion, taking into consideration one or more of the following factors:

- a. order in which the parties submitted their expressions of interest;
- b. volume of items covered by the expression of interest;
- c. commitment that the donated equipment will not be the object of a commercial transaction, unless the income from their sale is used for social or humanitarian purposes;
- d. the equipment will not be donated to candidates planning to ship them outside the territory of the European Union;
- e. the environmental policies in place in the candidate organisation.

9.4 Other provisions applicable

Successful candidates will be asked to sign a donation agreement and a hand-over protocol (Annex 4) upon reception of the equipment, stating that they:

- accept the right of the EBA and the European Court of Auditors' to visit the project(s) for which assets are donated;
- accept the right of the EBA to publish details of the donation and the identity and location of the recipient on its website;
- accept that the EBA will not provide any kind of support and guarantees for the equipment donated;
- agree to settle any taxes or duties payable for importing of the IT equipment into the country of destination;
- shall make the shipping arrangements themselves and pay for all transport costs from Courbevoie to the final destination of the IT equipment; and

shall ensure that the equipment is disposed of at the end of its life in an environmentally responsible manner.

Annexes:

- Annex 1: Application form
- Annex 2: Declaration on the honour
- Annex 3: Donation agreement
- Annex 4: Hand-over certificate